Job Description – Laboratory Manager, Astrobiology Research Group

*Full time*
*Permanent Grade 8*
*Walton Hall, Milton Keynes-based, with some travel*

**The Role**

The post-holder will be welcomed into an interdisciplinary research group investigating the feasibility of life beyond the Earth, and the associated social, legal and economic implications. In their role they will contribute to the research objectives of the group by being responsible for the operational management of the research facilities including staff, equipment and laboratory budget. They will work closely with the Head of Laboratory Facilities and the academic Group Lead to enable delivery of the research objectives through effective management and support.

**Key responsibilities**

- Ensure that the laboratories and equipment are appropriately maintained including implementing effective assessment and monitoring systems;
- Maintain a good understanding of the range of equipment used in the assigned laboratories and ensure that all users are appropriately trained;
- Line manage technicians and ensure that there is support available to ensure appropriate service provision;
- Implement all Faculty laboratory policies and procedures including those for health and safety, security, purchasing and service provision;
- Review existing and proposed laboratory practices and procedures, providing advice and guidance on improvements as appropriate;
- Manage financial aspects of the laboratories, including purchasing, budgeting and budget review;
- Project manage future laboratory refurbishment, expansions and relocations, in liaison with Estates, IT and external contractors;
- Liaise with Estates, IT and external contractors to maintain the functionality of laboratory services;
- Ensure the specialist skills are kept up to date with appropriate hands-on experience and professional development;
- Have a strong commitment to the principles and practice of equality and diversity;
- Undertake other duties, as agreed by the academic Group Lead and the Head of Laboratory Facilities.
Person Specification

Skills and experience

**Essential:**
- Undergraduate degree or equivalent experience in STEM subjects;
- Professional training and qualification in laboratory procedures: health and safety, risk assessments and COSHH;
- Demonstrable practical experience of working within a Higher Education / scientific research establishment;
- Practical experience in technical support and laboratory management;
- Relevant technical knowledge of equipment typically used in life science and chemistry laboratories;
- A demonstrable understanding of H&S legislation, and its application in a relevant laboratory environment;
- Demonstrable organisational, planning and problem-solving skills, including ability to anticipate and analyse problems and introduce workable solutions;
- Excellent interpersonal and negotiating skills, with the ability to influence others over whom there is no formal authority;
- Proven ability and capacity to adapt quickly, flexibly and effectively to change;
- Budget management experience;
- Experience of working effectively within, and leading teams;
- Good oral and written communicating skills;
- Good negotiating and influencing skills.

**Desirable:**
- Applicants should have or be working towards professional registration RSciTech, RSci or CSci.
- Experience in laboratory design and refurbishment.

An emergency call-out system exists to the Laboratories and the post-holder will be expected to contribute to responding to call outs when required.
About the Astrobiology Research Group

Research England has recently awarded the Open University Astrobiology Research Group an Expanding Excellence in England grant worth £6.7 million. This will allow the Group to expand to bring together expertise in technology, international development and governance to address the scientific and governance challenges associated with the advancement of astrobiology and related space exploration missions. This will result in a multi-disciplinary research environment with members spanning three Faculties: The Faculty of Science, Technology, Engineering and Mathematics, the Faculty of Business and Law, and the Faculty of Arts and Social Sciences.

The primary aims of this multi-disciplinary group will be as follows:

1. furthering the understanding of the limits of life and potentially habitable environments in the Solar System;
2. identifying chemical and geochemical signatures that could be used as evidence of life;
3. investigating the survivability of microorganisms and their biosignatures;
4. educating and engage with the space sector, policymakers and the public in the UK and ODA countries;
5. examining critically the governance and ethical implications of astrobiology-related space missions to develop and enhance governance frameworks.

The OU Astrobiology Research Group is committed to building an inclusive research environment. The Group supports flexible working arrangements, within the limits of the post, and particularly welcomes applications from groups traditionally under-represented in STEM.
About the Unit

Faculty of Science, Technology, Engineering & Mathematics
The Faculty of Science, Technology, Engineering and Mathematics (STEM) is comprised:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration

“We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow’s challenges”

The Faculty of STEM consists of 2500 staff including 1,800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting nearly 19,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £17M) than any other Faculty in the University, supported by a comprehensive laboratory infrastructure.

We are proud of our distinctive values and capabilities underpinning our aspiration:

We are inclusive:
- We transform people’s lives, ensuring STEM education is openly accessible to many thousands of students from diverse backgrounds – our students express high satisfaction with their study experience.
- We engage the public in exciting citizen science and engineering, including through free open educational resources, multi-platform broadcasting, outreach to inspire the next generation and with programmes to encourage more women into STEM.

We are highly innovative:
- We are at the forefront of innovative developments in teaching practical science and engineering at a distance, through simulated and remote access laboratories and practical experimentation.
- Our high-quality teaching and curriculum are informed by world-leading research, strong links with professional bodies and communities of practitioners, as well as by scholarship focused on continuously improving our STEM pedagogy.

We deliver significant social and economic impact:
- We provide STEM higher education at a scale and reach unsurpassed in the UK, with a sizeable international reach and further growth potential.
- We inject transferable STEM skills and knowledge direct into the workplace for immediate employee and employer benefit, as students combine study while working.
- The employability value of our courses is underpinned by accreditation from leading STEM Professional Bodies and Learned Societies, as well as partnerships and sponsorship with leading employers.
- Our high quality, applied and academically relevant teaching and research addresses real-world issues, delivering impact for industry and society, including addressing pressing STEM skill-shortages across the UK.