

OPPORTUNITY

Laboratory Manager

Reference: 0113-24

Grade: 7

Salary: £29,605 to £34,980 per annum, depending on experience.

Contract Type: Continuing.

Basis: Full Time.

Job description

Job Purpose:

Based in the new Aston Institute of Membrane Excellence (AIME) laboratory, this role will provide comprehensive management and senior technical leadership to laboratory users, including project leads, researchers, post-graduate and undergraduate students. You will provide specialist technical expertise and training for laboratory users. In addition to being responsible for general laboratory maintenance and health and safety, you will be responsible for the safe operation of specialist equipment.

Main Duties and Responsibilities

Research

- ▶ To take responsibility for all managerial aspects of the laboratory including management of resources and health and safety, liaising with stakeholders as necessary.
- ▶ To provide general induction and training for laboratory users.
- ▶ To use detailed specialist knowledge to advise and train laboratory users in all technical aspects of research.
- ▶ Create, maintain and regularly review all necessary records in accordance with internal and external compliance requirements, including training records for laboratory users, SOPs, risk assessments and COSHH forms.
- ▶ Keep up to date with developments in relevant research/technical areas and within the broader discipline.
- ▶ Troubleshoot complex technical problems, including issues with the design and operation of technical resources and/or with the data which is generated.
- ▶ As appropriate, contribute to experimental research and research presentation/publication.
- ▶ Liaise with line managers and PIs, as well as internal and external reporting lines, to raise issues in a timely and appropriate manner.

External engagement

- ▶ To represent the interests of the subject and AIME via activities to raise the regional, national and international profile, particularly with the professions, schools and businesses.

Citizenship

- ▶ To demonstrate the University's leadership values through own actions and behaviour.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	A good first degree in a biosciences or related subject.	Application form
Experience	<p>Experience of laboratory management.</p> <p>Experience of working with a wide range of laboratory equipment.</p> <p>Experience of writing SOPs.</p> <p>Experience of producing risk assessments and COSHH forms and managing health and safety in a laboratory environment.</p> <p>Experience of training others in laboratory techniques.</p>	Application form and interview
Aptitude and skills	<p>Ability to work effectively in a team.</p> <p>Ability to clearly communicate with a range of stakeholders.</p> <p>Good organisational skills and an ability to prioritise to meet deadlines.</p> <p>Knowledge of health and safety regulations.</p> <p>A willingness to undertake further training as appropriate and to adopt new procedures as and when required.</p>	Application form and interview

	Desirable	Method of assessment
Experience	<p>Experience of working in a HE research environment.</p> <p>Experience of managing budgets and ordering consumables.</p>	Application form and interview

	Desirable	Method of assessment
	Experience of undertaking scientific research.	
Aptitude and Skills	An ability to negotiate with a range of stakeholders.	Interview

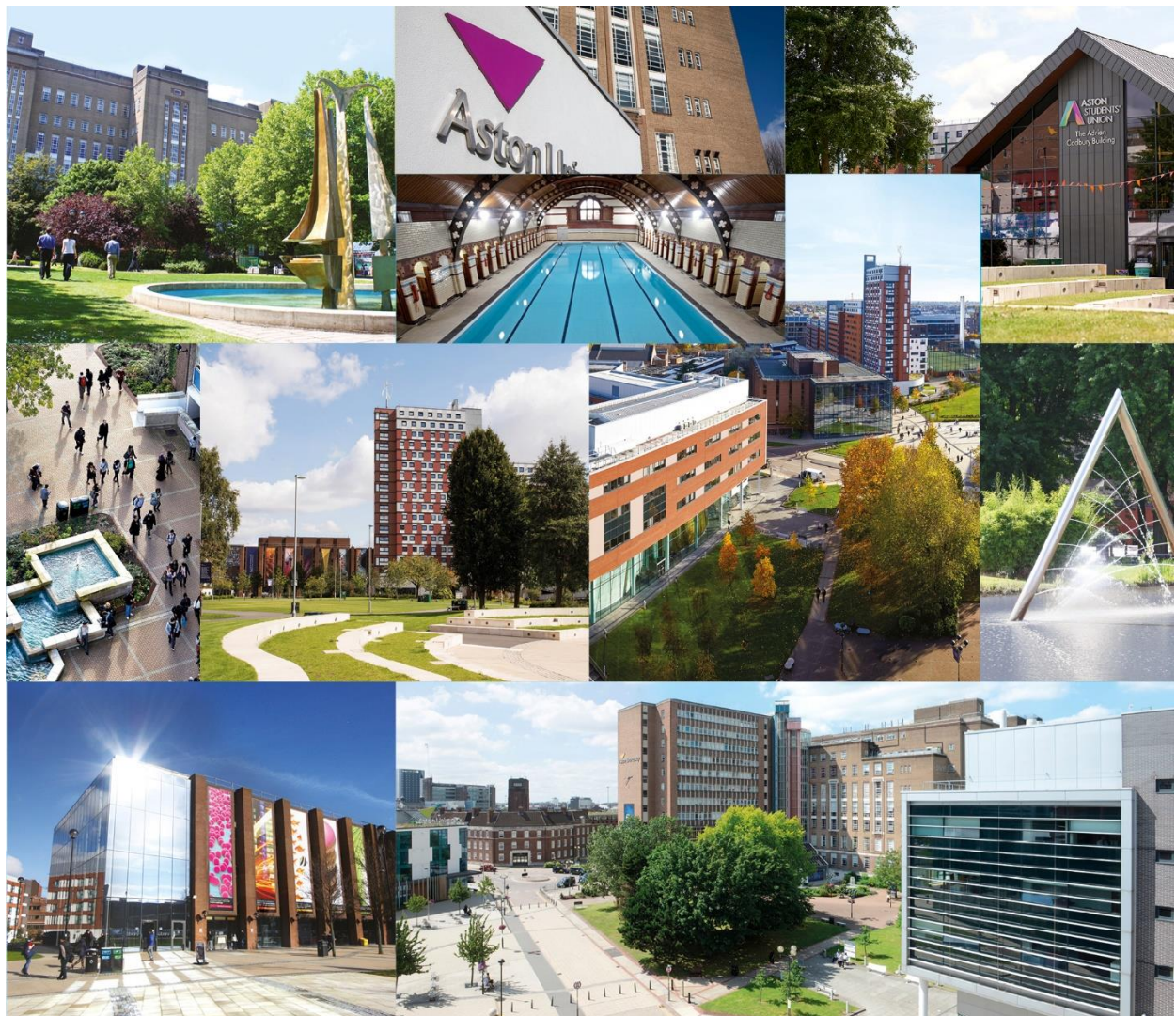
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59pm on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Professor Roslyn Bill

Job Title: Professor of Biotechnology

Email: r.m.bill@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

New immigration system from 1 January 2021

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens who were not resident in the UK before 31 December 2021 will need to get a visa in advance.

You can find more information [here](#)

Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the [UKVI website](#). Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

- Skilled Worker Visa <https://www.gov.uk/skilled-worker-visa>
- Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to

apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa. <https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**Where change
gets real.**