

Name:

Department (and Section where appropriate): Microbiology (Central Preparation Unit)

Grade: G3

Job Title: CPU Manager

Immediate Line Manager (Job Title): MRAT-CPU Group Manager

Job Purpose

To deliver and manage the systems and staff within the Central Preparation Unit (including: (i) media and reagent making; (ii) QC of media and reagents; (iii) wash-up and decontamination

To be responsible for management of daily resource planning, health and safety issues within the CPU group. To contribute to efficient provision of media to include financial and quality key performance indicators (KPI's).

To maintain comprehensive laboratory documentation and records to allow full traceability of sample receipt, quality of media used, suitability of equipment for the tests and accurate recording of results. To carry out scheduled calibration checks and laboratory monitoring tasks to achieve compliance with the requirements of the quality system.

To support the Group Manager in promoting a positive culture across the business in which the core values are embedded and exhibited in all we do.

Main Duties (including % of time spent)

Role Specific

1. Responsibility for and management of production of microbiological media and reagents, ensuring they are produced to a high level of quality (40%).
2. Responsibility for and management of the 'wash-up' and 'decontamination' areas of CPU, ensuring that everything is done to a high level of quality and following written procedures (20%).
3. Responsibility for and management of the quality of all media tested through the Microbiology Department Media QC Programme (20%).
4. Responsibility for ensuring stock levels of general prepared media through an organised stock control system (5%).
5. Responsibility for ensuring all equipment is properly maintained and calibrated within the section (calibration technician). To contribute to the checking of all external calibration certificates for CPU and make sure equipment is fit-for-purpose (20%).
6. To manage daily staff resource and work allocation within CPU.
7. To demonstrate media preparation on relevant training courses (as required).
8. Training of staff and ensure appropriate use of trained staff (as required).
9. To ensure client requirements are met where possible (as required).
10. To ensure the laboratory works to the Quality System i.e. ensure all record and procedures are maintained and accurate and any NCW is completed (as required).
11. To ensure all work is performed safely within the section.
12. To ensure all labs are kept clean and tidy and all house keeping tasks are performed (as required).
13. To work with Group Manager on other reasonable duties required (as required).
14. Liaising with other project managers/section leads in the Microbiology teams to ensure delivery of resources in a timely manner

Knowledge, Skills & Experience

- Minimum Degree (or equivalent) plus 3+ years technical experience in a laboratory environment
- Experience of working within the requirements of recognised quality systems e.g. UKAS. ISO 90001 and 17025
- Proficient at analysing data output from the CPU area and making decisions based on this

interpretation

- Proficient in supervising a team of technical staff and associated resources
- Able to develop efficient ways of making media and working within an agreed budget.
- Work accurately within specified time frames.

KEY TASKS & RESPONSIBILITIES

1. Communications

- Provide training to colleagues on CPU techniques
- Prepare documents for use in the CPU area e.g. work sheets
- Ensure accurate work records, sample receipt records, calibration records are maintained
- Communicate effectively daily with internal colleagues verbally, face-to-face and via email
- Manage the accuracy of media preparation records, and calibration records done by other technical staff
- Written communication when editing/writing procedures and experimental data.
- Formal presentations to courses on media making if required.
- Good people skills to achieve effective communication within the Microbiology Department.
- Demonstrate aspects of practical work and Quality control KPI's to internal and external auditors
- Communicate effectively with other parts of the business to request analyses and to track results delivery.
- Communicate with other parts of the business to ensure staffing levels are adequate, e.g. requesting the use of other technicians from different groups during busy periods.

2. Analytical Skills & Creativity

- Make judgements on the technical aspects of all CPU areas
- Have a constructive input into the best approach to ensure CPU operates in an efficient and timely manner e.g. decide on appropriate phasing of tasks to ensure they are all completed within the working day and that results will be available on time for the microbiology teams. This includes organising staff for working outside of regular hours when experimental design demands it.
- Set out the CPU workbook and protocols in a logical manner which makes data traceability easy to achieve
- Organise appropriate scheduling of multiple tasks to make best use of available group resources.
- Understanding the needs of the clients within the department.
- Understanding the scientific basis of media making and waste disposal.
- Seek advice from senior staff on more complex issues as and when required.
- Escalate any issues to Project manager / Section lead in a timely manner

3. Management of Activities

- Responsibility for organising daily activities in the group workbook/electronic ordering system
- Responsibility for organising group resource including equipment and technical staff to fulfil workbook requirements for each order.
- Managing defined aspects of the formal quality system specific to media production and disposal
- Training of technical staff with responsibility for signing off training records
- Responsible for all work and activities in CPU section.
- Plan own and technicians work within agreed timelines, protocols and timeframes.
- Coordinate equipment maintenance, calibration and verification and housekeeping schedules of laboratory.

4. Management of People

MRAT-CPU Group Manager – JOB HOLDER - Technicians

- Responsible for all direct reports in CPU/QC section.
- Responsible for ensuring staff work safely and responsibly and correctly conduct their work, complying with the quality systems.
- Responsible for ensuring staff training programmes are followed and new training requirements are identified.

5. Management of Finance & Resources

- Responsible for management of the CPU cost centre with a focus on cost reduction and efficiency improvement
- Must ensure efficient use of materials and consumable to keep group direct costs as low as possible
- Responsible for the efficient use of consumables and capital expense equipment
- Responsible for ordering / maintaining stocks of consumables / reagents in the most cost-effective manner
- To minimise the wastage of financial resources.
- To find the most efficient way to make batch media to ensure quality is maintained whilst efficiencies are improved

6. Autonomy & Accountability

- Requires minimal supervision on main job role and supervises other daily
- Able to plan group maintenance activities to ensure compliance with UKAS requirements
- Able to efficiently plan use of resources over long, medium and short term to maximise efficiencies from media production
- Able to highlight areas of improvement in working practices of group and implement necessary changes after consultation with Section Lead/Head of Microbiology
- Ensure any non-conforming work is escalated as appropriate
- To work within the written quality procedures of the Company and department.
- Accountable for own and other technicians practical work and results.
- Accountable for own and other technicians record keeping.
- Accountable for own and other technicians' reports.
- Accountable for own and other technicians training requirements.

7. Working Environment

- To work within the written quality procedures of the Company and department.
- Provided with personal safety equipment and must use this correctly on a daily basis.
- Works within ACDP biohazard category 2* laboratory with human pathogens
- Will come into contact with and work with substances under risk assessment and must understand the risks involved and take appropriate safety precautions to protect the individual and colleagues.
-

8. Other designated job roles (Please tick those applicable)

Quality Co-ordinator
 Safety Co-ordinator
 First Aider
 First Aid Leader
 Fire Officer
 Fire Leader
 Software Co-ordinator
 Trained internal Auditor
 Equipment Officer
 Departmental Archivist
 Hygiene Manager
 Process Hall Manager
 Event Director
 Risk Assessor
 Biological Safety Officer
 Safety Representative
 Safety Committee Member
 Sample Receipt Steward
 Authorised Driver (in line with Car Policy)

DSE User Yes

Manual Handler Yes

Signed & Dated

Job Holder

Date

Line Manager

Date