

Name:

Department (and Section where appropriate): Molecular Microbiology and Methods Section

Grade: G3

Job Title: Project manager

Immediate Line Manager (Job Title): Section Lead Molecular Microbiology and Methods Section

Job Purpose.

To Manage the Implementation of validation projects in the Molecular Microbiology and Methods Section.

To be responsible for management of daily resource planning, health and safety issues, project results gathering and interpretation. To contribute to project costings and managing client interactions in conjunction with the Section Lead. To provide technical support to the method validations area. 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 Section Lead in promoting a positive culture across the business in which the core values are embedded and exhibited in all we do.

This is a senior role for a competent Microbiologist with a knowledge of method validation protocols

Main Duties (including % of time spent)

- Laboratory management and scheduling of projects (10%)
- Practical work on validation studies including sample receipt, sample analysis, plate counting (40% of time)
- Calculation and statistical analysis of results (20%)
- Liaising with other project managers in the Microbiology teams to share resources (5%)
- Managing client facing tasks such as writing reports/proposals and participating in client meetings (25%)

Knowledge, Skills & Experience

- Minimum Degree (or equivalent) plus 3+ years technical experience in a laboratory environment
- Expertise in formal method validation standards e.g ISO16140 series
- Expertise of working within the requirements of recognised quality systems e.g. UKAS. ISO 9001 and ISO17025
- Proficient at analysing microbiological results and making decisions based on this interpretation
- Proficient in supervising a team of technical staff and associated resources
- Competent with working with ISO reference methods and alternative methods for a wide range of organisms
- Capacity to work off-site with clients if required

KEY TASKS & RESPONSIBILITIES

1. Communications

The job holder must be able to:

- Provide training to colleagues on microbiological techniques if required
- Prepare documents for use in the laboratory e.g. work sheets
- Keep accurate work records, sample receipt records, calibration records
- Manage calculation of validation outputs and finalising project spreadsheets
- Describe and explain all technical aspects of the work to junior and senior staff

- Communicate effectively daily with internal colleagues verbally, face-to-face and via email to explain technical aspects of the work
- Manage the accuracy of laboratory work records, sample receipt records, calibration records done by other technical staff
- Analyse and interpret raw laboratory data and assist with production of reports for presentation to clients
- Communicate with clients regarding logistics of projects
- 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 sections during busy periods.

2. Analytical Skills & Creativity

The job holder must be able to:

- Make judgements on the technical aspects of laboratory projects e.g. be able to analyse laboratory results and plan subsequent analyses
- Have a constructive input into the best technical protocols to use to complete projects in an efficient and timely manner e.g. decide on appropriate phasing of sample analysis to ensure all tasks are completed within the working day and that results will be available on time after the specific incubation periods. This includes organising staff for working outside of regular hours when experimental design demands it.
- Analyse data according to the requirements of the experimental design and provide this analysis in an easily reportable format.
- Set out the results book in a logical manner which makes data traceability easy to achieve
- Organise appropriate scheduling of multiple tasks to make best use of available laboratory resources. This will involve making judgements on the value of projects to the business and subsequent prioritisation of those most valuable.
- Escalate any issues to Section lead in a timely manner

3. Management of Activities

- Responsibility for organising project activities in the laboratory workbook
- Responsibility for organising laboratory resource including equipment and technical staff to fulfil workbook requirements for each project.
- Responsibility for short, medium and long-term planning of projects that could last many months and require resources to be acquired in stages over time.
- Responsibility for design and maintenance of laboratory scheduling systems to provide workload and resource use information to other project managers.
- Responsibility for organising daily task list in the laboratory, co-ordinating and allocating work to Molecular Microbiology and Methods Technical staff
- Managing defined aspects of the formal quality system e.g. checking project folders adhere to the requirements of the quality system.
- Training of technical staff with responsibility for signing off training records

4. Management of People

- May have direct reports
- Reporting structure: Head of Microbiology → Section Lead → JOB HOLDER

5. Management of Finance & Resources

- Must ensure efficient use of materials and consumable to keep section direct costs as low as possible
- Must show an awareness of fee earning and non-fee earning tasks and ensure as much time as possible is spent on fee earning projects
- To minimise the wastage of Financial resources
- 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

6. Autonomy & Accountability

- Requires minimal supervision on main job role and supervises other daily

- Able to plan laboratory maintenance activities to comply with accreditation, e.g. ensuring temperatures of incubators remain within tolerance and organising cleaning to keep background flora checks within specification.
- Able to efficiently plan use of resources over long, medium and short term to maximise profit from each project.
- Able to highlight areas of improvement in working practices of technical team and report this to the line manager.
- Responsibility for prioritising laboratory work for the section in light of the business need.
- Take responsibility for handling QC issues within the section using the quality system procedures.
- Generate and send interim reports for clients when appropriate

7. Working Environment

- Able to work in dedicated botulinum laboratory as required
- 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.
- Provided with personal safety equipment and must use this correctly on a daily basis.
- Primarily laboratory/office based at Chipping Campden site but may have requirement for occasional travel to Nutfield site and within the UK

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 ✓

Signed & Dated

Job Holder Date

Line Manager Date