



Lab Manager

GRADE 7

Job Purpose

To provide comprehensive management and senior technical leadership to laboratory users, including PIs, researchers, post-graduate and undergraduate students. Provide specialist technical expertise in the relevant discipline and be responsible for the planning/design/delivery and safe operation of specialist technical resources to optimise research output.

Main Duties and Responsibilities

1. Be responsible for all managerial aspects of the laboratory including contributing to the strategic direction of research, provision of specialist advice and training to service users, management of resources and responsibility for health and safety.
2. Undertake specialist technical aspects of the specified research including taking a leading role in the planning and conduct of research objectives in accordance with the research strategy.
3. Take a leading role in identifying and developing research/experimental methods and developing new and bespoke approaches to optimise research outputs.
4. Using detailed specialist knowledge, advise and train service users in all technical aspects of the research. Where required, undertake supervision of undergraduate and/or post-graduate students to ensure learning outcomes are optimised.
5. Manage all aspects of the laboratory operations including financial management, resource allocation, grant monitoring, purchases, ordering, and financial projections. Create, implement and regularly review Standard Operating Procedures for service users, ensuring compliance with legislative requirements, University policy, and best practice.
6. Develop and enhance the research profile and reputation of the University/College/School/Institute/Group, through contributing to publications of international quality in high profile/high quality journals, contribution to the presentation of work at international and national conferences, and maximising the research impact in terms of the economic/societal benefit.
7. Keep up to date with developments in relevant research/technical areas and within the broader discipline to ensure contribution to research goals is optimised. Utilise specialist knowledge to contribute to overall research strategy.

8. Document experimental outputs including analysis and interpretation of all data to publication standard. Maintain complex and/or high-volume databases and records, creating technical/progress reports and papers.
9. Undertake complex data analysis, identifying trends, problems or anomalies, and present findings clearly to research group including proposals for action/mitigation and future action.
10. Troubleshoot complex technical problems, including issues with the design and operation of technical resources and/or with the data which is generated.
11. Be responsible for the day to day management of and compliance with relevant Health and Safety and/or other specialist legal requirements. Maintain all necessary records in accordance with set requirements, keep up to date with developments or legal changes relevant to the work of the research group and advise and train group members as appropriate. Report any potential issues to the PI and/or relevant internal or external bodies timeously.
12. Work collaboratively with others, including within the wider College/Institute/School and where relevant with external contacts, to enhance the delivery of the research aims and support the broader strategic aims of the University.
13. Contribute to the outreach and recruitment activities of the University/College/School/Institute.
14. Undertake any other reasonable duties as required by the Head of School.
15. To contribute to the enhancement of the University's international profile in line with the University's Strategic Plan, [Inspiring People Changing The World](#).

Qualifications

- Scottish Credit and Qualification Framework level 9 [Ordinary Degree, Scottish Vocational Qualification level 4] or equivalent, [including professional accreditation with relevant formal training], and experience of personal development in a similar role.
- Significant breadth or depth of specialist technical knowledge and recognised as an expert in the relevant discipline.
- Demonstrable knowledge of relevant legislative requirements applicable to the role, including by not limited to Health and Safety.
- PhD or Higher Degree in relevant discipline desirable. Working towards Professional Registration with relevant body.

Knowledge, Skills and Experience

- Demonstrable specialist technical skills aligned to the specified discipline or research project. Details of the discipline/project are as described in the post-specific information and advert.
- Significant IT skills, including proficient user of relevant specialist or bespoke software packages.

- Significant analytical and problem-solving capability, including high degree of accuracy and attention to detail when dealing with complex and/or high volume datasets
- Proven interpersonal and communication skills, including the ability to understand, conceptualise and interpret complex technical requirements of a research group and adapt own style to meet the needs of others.
- Excellent teamworking and people management skills
- Ability to plan and prioritise a technical service to meet long term strategic objectives, whilst delivering a day to day service
- Significant relevant work experience within a similar research environment, including evidence of previous outputs and professional development.
- Experience of contributing to the development of a research strategy, planning resource allocation and achieving high-quality research outputs
- Experience of managing high value budgets, including approving spends, negotiating purchases and monitoring outgoings on behalf of others.
- Experience of preparing analysis and presentation of data to publication standard
- Experience of operating independently in progressing and delivering research goals within set timescales.