Centre Laboratory Manager
Information for Candidates

Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL
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**Vacancy Reference:** 1844253

**Job Title:** Centre Laboratory Manager

**Department:** Sainsbury Wellcome Centre

**Salary:** £44,674 - £52,701 per annum, inclusive of London Allowance

**Grade:** 8

**Hours:** 36.5 per week (full-time, 1.00 FTE)

**Reports to:** Centre Manager

**Responsible for:** Laboratory Technicians and Aides

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**About the Sainsbury Wellcome Centre**

The Sainsbury Wellcome Centre (SWC) brings together world-leading scientists to investigate how brain circuits process information to generate perception, form memories and guide behaviour. Developed through the vision and partnership of the Gatsby Charitable Foundation and Wellcome, and with substantial investment from these partners, the mission of the SWC is to generate experimentally testable theories of brain function.

The Centre will comprise around 14 highly interdisciplinary experimental research groups accommodated in a new, purpose-designed building, offering an outstanding and unparalleled research environment. SWC scientists use a broad spectrum of the latest advances in molecular and cellular biology, imaging, electrophysiology and behavioural techniques and enjoy state-of-the-art research laboratories, cutting-edge scientific equipment, technologically-advanced prototyping and fabrication laboratories and custom in-house high-performance computing facilities. The full complement of scientists in the Centre is expected to reach around 150 together with circa 50 dedicated support staff.

Further details about the Sainsbury Wellcome Centre can be found at www.sainsburywellcome.org.

The Sainsbury Wellcome Centre is part of the UCL School of Life and Medical Sciences (SLMS). SLMS brings together four UCL Faculties to create one of the largest and most prestigious aggregations of academics in biomedical, life and population health sciences worldwide; there are nine Nobel Prize winners associated with Life Sciences at UCL. The School has a global reputation for teaching, informed by cutting-edge research. A full profile of the School can be found at: http://www.ucl.ac.uk/slms/about-us. The School is structured into four Faculties: Brain Sciences; Life Sciences; Medical Sciences; and Population Health Sciences. SWC is most closely linked with the Faculties of Brain Science and Life Sciences.

Further details about UCL can be found at www.ucl.ac.uk.

**Professional Services at the Sainsbury Wellcome Centre**

The Sainsbury Wellcome Centre has a specialist and experienced professional services team led by the Centre Manager. It is structured to efficiently support research activity and deliver effective management and operational leadership of the SWC.

The SWC prides itself on offering a high quality administrative, technical and operational support function, and fully supports the professional development and progression of its staff, actively encouraging colleagues to learn new skills and broaden their experience. The SWC is supported in this aim by UCL’s Organisational Development team (http://www.ucl.ac.uk/hr/od/), who run a wide range of training programmes for all staff types and grades.
The SWC offers staff an award-winning work environment in the heart of Fitzrovia with an on-site brasserie, access to lockers and changing facilities, secure bicycle storage, and access to pleasant outdoor spaces. The Centre also offers the full range of UCL staff benefits, including a generous annual leave entitlement, occupational pension schemes, excellent family-friendly policies such as occupational shared parental pay, a work-life balance policy, and a range of financial benefits such as a season ticket loan scheme and staff discounts. Further information can be found online: [http://www.ucl.ac.uk/hr/benefits/employee_benefits.php](http://www.ucl.ac.uk/hr/benefits/employee_benefits.php).

The Role of the Centre Laboratory Manager

There are currently ten Group Leaders at SWC, with nine operational laboratories. The Centre Laboratory Manager is responsible for the safe, effective and efficient running of SWC labs, and provision of overall management of the labs in liaison with SWC scientists and scientific support staff. Line managing a team of Laboratory Technicians and Aides, the post-holder ensures the laboratories are set up per the requirements of the lead scientists and maintained to high standards so that they are fully functional and operational at all times. The Centre Laboratory Manager is also responsible for health and safety within the laboratories, ensuring that risk assessments are in place for laboratory activities, and that staff, students and visitors are inducted and trained in safe operation of the laboratories and their equipment.

This post is funded until 31 July 2021 in the first instance; the Centre is externally funded with funding awarded in five-year tranches subject to periodic funder review. Subject to successful grant renewal, it is anticipated that staff posts will be extended in line with successive funding periods.

Main Duties and Responsibilities

- Overall management of the SWC laboratories, establishing and implementing safe, effective and efficient operational procedures, advising on and coordinating set-up and fit-out processes, specifying and procuring laboratory equipment and facilities and ensuring the labs can be operated 24/7 throughout the year fully to the requirements of the lead scientists.

- Manage the Health and Safety of the laboratories, operating within Centre and UCL guidelines and leading and maintaining a culture of best practice in H&S;

- Ensure risk assessments are undertaken and logged in advance of all research activity, related safe operating procedures are adopted and adhered to at all times and safety documentation is kept up to date.

- Deliver effective laboratory inductions and training sessions for staff, students and visitors, including in the safe and effective operation of the laboratories and their equipment, in laboratory health and safety and in good laboratory practice, ensuring all persons working within the labs are competent to work autonomously; ensure training records are maintained for all staff, students and visitors working within the labs;

- Address any safety matters arising within the labs in discussion with the relevant scientists, SWC scientific support colleagues, and SWC senior leadership as required.

- Manage laboratory support staff, including Laboratory Aides recruited through the SWC-Scope joint initiative to place individuals with disabilities into employment.

- Define standard operating procedures and ensure all lab users work within these.

- Ensure research operations are fully compliant with Home Office regulations and procedures.

- Effective management of shared equipment to ensure fair access and efficient use including maintenance and servicing of shared research equipment: planning and arranging servicing and
repairs to ensure minimal disruption to scientific activity; performing alignment, calibration and technical troubleshooting as required; conducting regular checks and essential day-to-day maintenance to ensure continuous operations and service at all times; setting up and testing equipment prior to and ready for use.

- Undertake continuous review of practices and procedures to identify areas for improvement, implementing change as necessary.

- Manage analytical procedures as required to support scientific activity.

- Maintain up-to-date knowledge of laboratory technologies and procedures, equipment advances, health and safety changes, etc. in order to provide specialist advice to SWC’s scientists on safety, laboratory procedures, scientific protocols, equipment and experimental techniques, sharing up-to-date knowledge with relevant staff and students within the Centre.

- Maintain stocks of research consumables; meet and liaise with suppliers to obtain competitive prices for specialist equipment, chemicals and high-cost consumables; manage procurement projects from identification of need through to purchase.

- Work closely with all researchers and laboratory-based support staff across the Centre, building relationships to share best practice and ensure consistency in approach across the SWC labs.

- Oversee laboratory waste management for the Centre, managing glass washing and autoclave facilities and specialist waste removal.

The above description is not exhaustive and the post-holder will be required to undertake any other duties as may reasonably be requested within the scope, spirit and purpose of the post. Job descriptions are reviewed on a regular basis including at the annual appraisal. As duties and responsibilities change, the job description may be amended in consultation with the post-holder.

The post-holder will be expected to actively follow all UCL policies and procedures including Equal Opportunities, maintain an awareness of Fire and Health & Safety Regulations, attend management meetings and undertake such training and development as may be required for the post.

All staff are required to act professionally, co-operatively and flexibly in line with the requirements of the post.
Selection Criteria

The selection criteria outline the skills, knowledge and experience required in order to perform this role. Applicants will be selected based on how well they demonstrate that they meet the essential, and if appropriate, desirable criteria for this particular role.

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>An undergraduate degree in a Life Science or equivalent.</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Substantial experience of research laboratory management and good laboratory practice, ideally in a biological services research environment.</td>
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<td>X</td>
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<td>Experience of effective management of Health and Safety within a research laboratory environment.</td>
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<td>Experience of working to specific quality standards and of defining operating procedures.</td>
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<td>Experience of line managing staff, including inducting, training, appraising and supervising, with the ability to provide pastoral care and support to direct reports.</td>
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<td>X</td>
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<th>Knowledge and skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Competency in, and firm understanding of, basic techniques used in neuroscience research labs, for example, molecular biology techniques, tissue culture, and electrophysiology/imaging.</td>
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<td>Excellent organisational skills and the ability to manage competing demands and prioritise tasks effectively.</td>
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<td>Knowledge and experience of purchasing and tendering requirements.</td>
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<td>Excellent written and verbal communication skills, and the ability to build collaborative working relationships through use of strong interpersonal skills.</td>
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<td>Experience in, or familiarity with, scientific techniques such as histology, microscopy and virology.</td>
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<td>Detailed knowledge of Home Office regulations.</td>
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<th>Abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Ability to draft, interpret and implement detailed policies and procedures and communicate these effectively to laboratory users.</td>
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<td>Ability to demonstrate clear leadership when required and an ability to engage and persuade academic and technical staff.</td>
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<td>Ability to use own initiative to effectively and decisively solve problems.</td>
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<th>Other Requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>An understanding and appreciation of the mission and research environment of the SWC, and a commitment to the establishment of the SWC as a world-leading research centre.</td>
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<tr>
<td>Able and willing to work flexibly to meet the needs of the Centre, including occasional attendance outside of standard working hours and responding to emergency callouts.</td>
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**Contact Us**

If you have any queries relating to the vacancy or how to apply please contact the SWC HR team, <swc.hr@ucl.ac.uk>, +44 (0)20 3108 8011.

**Applying for the Role**

To begin the online application process, please access the advertisement by searching for it on the UCL vacancy search page (http://www.ucl.ac.uk/hr/jobs/) using the vacancy reference number, and click on the “Apply Now” button at the bottom of the vacancy advertisement.

Please complete the online application form, and use the supporting statement section to outline how you meet the selection criteria. Applications will be shortlisted based on the strength of the examples used to demonstrate that the applicant meets the selection criteria.

Please note that there is a limit of 2,500 words to explain how you meet the essential criteria, and a limit of 2,500 words to explain how you meet the desirable criteria.

Interviews will be held on Wednesday 18 December 2019

All candidates will be notified of the outcome of their application.
Pre-employment Checks
Confirmation of appointment will be subject to receipt of satisfactory references, verification of proof of right to work in the UK and to satisfactory pre-employment health and security screening.

Salary
Starting salary will be on the Grade 8 scale according to relevant skills, knowledge, experience and achievement. Staff incrementally progress along the salary scale; the effective date of incremental progression is 01 August each year. You must have completed the period of service stipulated in your contract of employment (typically your probationary period) to be eligible to increment. Incremental progression does not include the discretionary contribution points on the salary scale. Cost of living pay awards are negotiated nationally and are normally effective from 1 August each year.

Pension
Post-holders will be eligible to join the Universities Superannuation Scheme (USS), subject to the Scheme's rules and eligibility conditions.

Conditions of Service
Conditions of Service for Research, Teaching and Professional Services Staff can be found at: https://www.ucl.ac.uk/human-resources/conditions-service-research-teaching-and-professional-services-staff.

Probation
Appointments are subject to a probationary period of 9 months.

Hours of Work and Overtime
UCL’s full time working week is 36.5 hours per week. SWC is willing to consider flexible-working arrangements, subject to discussion and agreement with your line manager.

Pre-agreed overtime will be offered as equivalent time off in lieu.

Annual Leave
Staff are entitled to 27 days annual leave per year (pro rata for part-time staff). In addition, staff are entitled to 8 days public and statutory holidays, and around 6 UCL closure days with pay per year.

Location
The Sainsbury Wellcome Centre is located in the heart of London around five minutes’ walk from the main UCL campus. The mainline railway stations at Euston, King’s Cross, St Pancras, Marylebone and Paddington are within easy reach as are the London Underground stations located at Warren Street and Goodge Street.

Equal Opportunities
SWC is committed to the promotion of equality, diversity and inclusion for its staff, students and visitors and is fully supportive of UCL’s policy; the full equality policy statement is available online: https://www.ucl.ac.uk/human-resources/sites/human-resources/files/equal_opportunity_policy_statement.pdf.

SWC is currently working towards an Athena SWAN award.