

## Job Description

### Laboratory Manager

#### Position Overview

<b>Discipline</b>	Biosciences, Chemistry, Physics, Engineering, and Design
<b>Faculty</b>	Computing, Mathematics, Engineering & Natural Sciences (CoMENS)
<b>Location</b>	London, Northeastern University London campus
<b>Term</b>	Full-time, permanent
<b>Salary Range</b>	£54,951 to £62,175
<b>Direct Reports</b>	TBC
<b>Reports to</b>	Professor Scott Wildman (Dean of Northeastern University London) and Sheena Van Der Merwe (Director of Resourcing & Operations)
<b>Benefits</b>	The university supports staff maintaining a good work/life balance, offer flexible working and parental leave opportunities, an Employee Assistance Programme which provides free, confidential advice on both home and work concerns as well as optional private medical insurance, season ticket loans and being part of the cycle to work scheme.
<b>Start</b>	August 2024

#### The role

Northeastern University London invites applications for a *Laboratory Manager*. The successful candidate will oversee all the operations of our newly-created, state-of-the-art Chemistry, Biology, Physics, and Design laboratories, as well as our dedicated maker space, on the University campus.

The successful candidate will recruit and line manage a team of specialised lab technicians; and interface with relevant academics and University staff to support all matters related to

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teaching and student-research work in the aforementioned labs. Core duties include: (i) budget management; (ii) resource planning; (ii) procurement of lab equipment, including consumables and chemicals; (iii) storage management; (iii) waste management; and (iv) establishing experimental protocols and templates in accordance to health and safety regulations.

We particularly encourage applications from those with an interest in innovative teaching, learning and assessment; those with experience of supporting a wide variety of students; and those belonging to groups underrepresented in UK higher education.

### **About the Faculty**

The recently formed Faculty of Computing, Mathematics, Engineering, and Natural Sciences (CoMENS) is undergoing significant growth at Northeastern University London. It is home to four interdisciplinary undergraduate dual-degree (in UK and US) programmes in the areas of Data Science, Data Science and Politics, Computer Science and Business, and Computer Science and Philosophy; four postgraduate programs in the areas of AI Ethics, Data Science, Computer Science, and Technology Leadership; and six degree apprenticeship programmes in the areas of AI, Data Science, Digital and Technology Solutions, Biosciences and Clinical Trials.

The Faculty plays a major part in Northeastern University's first-year student mobility program, offering undergraduate courses in Computer and Data Science, Mathematics, Engineering, Physics, Biology, Chemistry and Healthcare, striving to inspire and equip entering students to be outstanding scientists.

### **About the University**

Founded in 2012, Northeastern University London has established itself as a prestigious higher education institution based in the heart of London. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San

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Jose, and Seattle in the USA, and Toronto and Vancouver in Canada.

After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021.

Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

### **Person Specification Criteria**

To undertake this role, the following should apply. All criteria are considered essential unless otherwise stated. Should you not have the experience below, please do highlight where transferable skills would assist with you undertaking the role.

### ***Key Criteria***

- Experience of successfully coordinating a diverse team of (senior) lab technicians
- Experience of successfully running a multi-user facility in a higher-education setting to appropriate health & safety standards
- Experience in preparing and assessing health & safety documentation relating to laboratory practices
- Willingness and capacity to undertake leadership tasks, including line management and leadership of strategic projects that will develop the reputation of the relevant programmes within the University, as well as continuous professional development for such purposes
- The ability to engage confidently and competently with academic and professional staff in Northeastern University London and across the Northeastern University global network
- Knowledge and experience of managing budgets, resourcing and procurements

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- Excellent written and verbal interpersonal and communication skills including presentation skills, both face-to-face and online
- Excellent IT skills and evidence of supporting the integration of technologies into learning and teaching
- Excellent time-management and organisational skills
- IST, Science Council, or relevant equivalent accreditation (desirable)
- Biological and/or chemical safety officer accreditation (desirable)
- IOSH and NEBOSH certified (desirable)

### **Additional Information**

#### ***Enquiries***

Informal enquiries may be made to Dr Alexandros Koliouisis, Faculty Director ([alexandros.koliouisis@nulondon.ac.uk](mailto:alexandros.koliouisis@nulondon.ac.uk)). However, all applications must be made in accordance with the application process specified.

#### ***Application Process***

Applications should be made via [this link](#) by 23:59 on the **14<sup>th</sup> of July 2024**. Please reference your application "**LM0624**".

Participation in the equal opportunities section is encouraged, but voluntary. Applications must include a full curriculum vitae, and a cover letter that sets out concisely and in ways relevant to this role how the applicant meets the person specification criteria.

Interviews are expected to commence w/c **on the 22<sup>nd</sup> of July 2024**.

Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.

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Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

**Job sponsorship.** Visa sponsorship may be available for a successful candidate for this position.