



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Laboratory Manager (Biomechanics)
School:	Cardiff School of Sport and Health Sciences
Location:	Cyncoed Campus
Grade:	7AB
Salary:	£44,263 - £49,794 per annum
Hours:	37 hours per week
Tenure:	Permanent
Accountable to:	Academic Team Lead

Role Summary:

The Laboratory Manager will provide effective and efficient management of the laboratory and equipment to facilitate the support of high-quality teaching and learning, research and innovation activity. They will have responsibility for a small team of technical staff. The post holder will support the delivery of the sport and exercise science programmes portfolio and the biomechanics modules on the BSc Sport Conditioning, Rehabilitation and Massage. This will include technical expertise, supporting and supervising students within the area of biomechanics.

Responsibilities:

Laboratory Manager

1. Undertake operational management of the facility through the day-to-day line management of the technical support staff.
2. Manage effective communication between teaching, research, technical support and sport facility staff in relation to laboratory and shared spaces.
3. Maintain interdisciplinary working and communication between technical staff across the campuses, particularly with the sport conditioning,

rehabilitation and massage (SCRAM), and physiology teams, to promote efficient and effective use of equipment and staffing resources.

4. Coordinate and line manage the technician demonstrators and ensure appropriate use of them in the support of lectures and practical sessions.
5. Produce financial plans for the replacement and refurbishment of equipment and for new items of equipment including capital items. Ensure appropriate communication and consultation with the School budget holder.
6. Manage the laboratory budget allocation and ensure that value for money is achieved and service contracts are re-negotiated.
7. Maintain inventory of equipment and materials. Update and manage them to ensure that laboratory operations are undertaken in a safe and secure environment and are compliant with legislation and governance protocols.
8. Oversee and identify training needs for staff and research students working in the laboratory; instruct, supervise and manage the technical team to undertake and conduct agreed experimental practices.
9. Mentor and supervise staff and research students operating in the facility, working in collaboration with academic staff.
10. Provide academic supervision of undergraduate and / or postgraduate taught and research students.
11. Produce systems and procedures to coordinate and monitor the use of equipment inside and away from the laboratory.
12. Manage Health and Safety in the laboratory and associated areas. Ensure that technicians, academic staff and students are trained and training needs identified. Attend the School H&S Committee Meeting. Report any areas of concern as appropriate.
13. Timetable, plan and implement laboratory activities, ensuring efficient and effective delivery of laboratory function in pursuit of academic and research objectives.

Technician Demonstrator

1. Provide support to taught undergraduate and postgraduate practical classes.
2. Discuss student progress with academic staff and provide feedback to academic staff on a student's ability to progress and their skill level.
3. Advise academic staff on any student matter that relates to their health, safety or welfare.

4. Design, develop and modify specialist methods, processes and equipment required for course programmes and needs of the school.
5. Maintain the secure storage of biomechanics hardware and maintain the inventory database ensuring that new equipment is recorded accurately and obsolete items written off appropriately.
6. Attend module team planning meetings to discuss the delivery of practical seminars and laboratory sessions, and the requirements of the demonstrations.
7. Maintain knowledge of the requirements of academic modules to ensure that demonstrations can be designed to achieve the learning outcomes. Identify and review areas for which further briefing or training is required.
8. Support the delivery of seminars aligned to practical work and which have been planned by academic staff.
9. Provide expert technical support on the use of automated motion analysis systems, video-based analysis systems, force measuring equipment including force plates and instrumented sports equipment and other biomechanical hardware and software, as appropriate.
10. Support project/thesis/income generation work by assisting with data collection. Organise and prioritize the work of others including assisting students in organising their research projects. Assist academic staff with current research / enterprise projects.
11. Any other reasonable duties and responsibilities as may be required from time to time including those involved with income generation or with recruitment and retention of students.

Standard Notification

These guidelines are provided to assist you in the performance of your role. The university is a dynamic organisation; therefore, changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the line manager.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.



PERSON SPECIFICATION

Post: **Laboratory Manager / Technician
Demonstrator (Biomechanics)**

School: **Cardiff School of Sport and Health
Sciences**

***Key**
A - Application form
I - Interview
T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	<ul style="list-style-type: none"> Postgraduate degree in sport science / biomechanics or engineering Relevant certificate or equivalent experience in the management of health and safety Ability to achieve Associate Fellow of the Higher Education Academy within an agreed timescale. 	X		
Education & Qualifications (Desirable)	<ul style="list-style-type: none"> Doctorate or ability to achieve a doctorate Postgraduate qualifications in a relevant discipline Health and Safety qualifications (e.g. First Aid, COSHH, IOSH). 	X		
Knowledge (Essential)	<ul style="list-style-type: none"> Demonstrable technical / specialist skills in a relevant discipline Knowledge of statutory Health & Safety requirements Awareness of ordering, stock control and inventory management 	X	X	
Knowledge (Desirable)	<ul style="list-style-type: none"> Equipment loan procedures 	X		

Skills and Abilities (Essential)	• Ability to manage a laboratory.	X	X	
	• Ability to plan workloads and projects and manage resources effectively.	X	X	
	• Ability to lead a team, planning and prioritising work to ensure that objectives are met.	X	X	
	• Ability to identify areas for improvement and to use initiative and problem-solving skills to improve performance.	X	X	
	• Ability to design operating instructions and training materials.		X	
	• Ability to employ appropriate competency assessment methods.	X	X	
	• Ability to undertake administrative duties in an accurate and timely fashion.	X	X	
	• Ability to manage small projects, ensuring that agreed objectives are met.	X	X	
	• Ability to design, develop and modify specialist methods, processes and equipment required for course programmes and needs.	X	X	
	• Ability to provide academic supervision to undergraduate and postgraduate students.	X	X	
	• Able to provide guidance to students and give feedback on their progress to academic staff.	X	X	
	• Ability to apply Health and Safety knowledge in a practical situation to ensure the safety of self and all other users of the facility.	X	X	
• Effective written and oral communication skills	x	x		
Skills and Abilities (Desirable)	• Ability to work under pressure	X	X	

Experience paid / unpaid (Essential)	<ul style="list-style-type: none"> • Recognised and relevant laboratory experience • Experience of working with others in a supervisory/guiding/supporting/mentoring capacity • Experience of managing a laboratory • Experience of developing and delivering training • Experience and expertise with scientific laboratory equipment including calibration procedures and minor maintenance. • Experience of appropriate hardware and software packages for data collection including kinetic, kinematics, neuromuscular activation (Thea, Vicon Nexus, CodaMotion, Qualysis, Deltysis, Kistler or similar) and data analysis (Visual 3, Matlab, MathCAD or similar) 	X	X	
Experience paid / unpaid (Desirable)	<ul style="list-style-type: none"> • Experience of both Windows and Mac operating systems 	X	X	
Other Requirements (Essential)	<ul style="list-style-type: none"> • Proven ability to work as an individual and as part of a team 	X	X	
Other Requirements (Desirable)	<p><u>Listening, reading, writing, speaking</u></p> <p>A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.</p>	X		
Welsh Language Skills				