Professional Services
Technical Services Manager, (Permanent, full time)

Salary range: starting at £39,324 and rising to £46,924 per annum. It is normal to appoint at the first point of the salary scale.

Expected start date: as soon as possible

Applications are invited for the post of Technical Services Manager. You will be responsible for the day-to-day operational management of complex research facilities in support of the Medical School's research strategy and for managing a team of administrative and technical staff.

Wet laboratory research at BSMS is based predominantly on the University of Sussex campus in the Medical Research Building. Facilities include molecular biology, genetics, tissue culture, protein and immunochemistry, category II and III microbiology and storage of clinical patient samples. The Trafford Centre for Medical Research on the University of Sussex campus includes facilities for non-invasive studies involving human participants such as psychophysiology.

We are looking for candidates who hold a first degree in Biological Sciences or a related subject and have previous experience of health & safety management in a laboratory environment particularly in tissue culture and microbiology. You will also have knowledge and experience of regulatory compliance with regard to the Human Tissue Authority and ASPA regulations.

For informal enquiries about the post please contact Mr Peter Pimblett-Dennis, Medical School Secretary, email: p.b.pimblett-dennis@bsms.ac.uk

Closing date for applications: 03 February 2017

For full details and how to apply see:

www.sussex.ac.uk/jobs  www.brighton.ac.uk/jobs  www.bsms.ac.uk

We are committed to equality of opportunity

The Universities are committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in science, mathematics, medicine and engineering at Sussex and Brighton.
Department: Brighton and Sussex Medical School

Section/Unit: Professional Services

Location: Medical Research Building and Trafford Centre for Medical Research, University of Sussex campus

Job title: Technical Services Manager

Post number: 1577

Grade: Grade 8

Responsible to: Medical School Secretary

Responsible for: Unit Administrator (Trafford Centre for Medical Research)

Unit Administrator (Medical Research Building)

Senior Laboratory Technician

Senior Technician

Main areas of responsibility:

1. Ensure the School’s technical and laboratory facilities are fit for purpose, well-functioning and integrated.

2. Maintain oversight of technical services, health & safety and human tissue and ensure compliance with the relevant regulatory bodies.

3. Be the senior Health & Safety advisor for the School and maintain oversight of health & safety issues within the School’s research facilities and provide H & S advice to the Clinical Investigation Research Unit (CIRU).

4. Be the School’s appointed Biological Safety Officer and support senior managers in complying with health and safety legislation regarding the use of biological agents and genetically modified organisms (GMOs).

5. In collaboration with relevant heads of department and research leads, allocate, organise and advise on the design of laboratory space and facilities to best support the School’s research objectives.

6. Be the tissue governance manager and person designate under the terms of the School’s Human Tissue Authority (HTA) research licence and assist the Designated Individual to ensure regulatory compliance for all research which involves human tissue.
7. Line manage and develop a team of administrative and technical staff to ensure the effective and efficient provision of laboratory and administrative services.

8. Assist in managing a category III laboratory.

9. To promote the research profile of BSMS.

10. To work as part of the school team in providing support for School-wide activities.

Specific duties:

1. Ensure the School’s technical and laboratory facilities are fit for purpose, well-functioning and integrated.

   1.1 Manage the recruitment and selection of administrative and technical staff serving as a full member of relevant appointment panels.

   1.2 Manage maintenance contracts for equipment and budgets within research facilities including the internal recharge system for research groups.

   1.3 Manage the ordering and invoicing of equipment and consumables.

   1.4 Devise and maintain systems and protocols and disseminate these to users of facilities ensuring the administrative burden on researchers is minimised by producing effective and efficient internal systems.

2. Maintain oversight of technical services, health & safety and human tissue and ensure compliance with the relevant regulatory bodies.

   2.1 Impart regulations and good practice to all researchers within research facilities to ensure compliance with regulators including the Health & Safety Executive (HSE) and the Human Tissue Authority (HTA) clearly communicating any changes in practice to research staff and students.

   2.2 Ensure compliance with HTA requests for the storage and reporting of human tissue held under the Human Tissue Act.

   2.3 Monitor compliance with HSE and HTA regulations and report any breaches to appropriate senior staff together with recommendations for follow up action.

   2.4 Maintain oversight of and provide advice on standard operating procedures (SOPS) and risk assessments.
3 Be the senior Health & Safety advisor for the School and maintain oversight of health & safety issues within the School’s research facilities and provide H & S advice to the Clinical Investigation Research Unit (CIRU).

3.1 Collaborate with senior management, QSHE and other stakeholders in the development and periodic review of the School’s Health and Safety Policy, emergency response plans, disaster and recovery and business continuity plans including local emergency protocols for the MRB and Trafford Centre and identification of individuals requiring personnel emergency evacuation plans (PEEPS).

3.2 Contribute to the BSMS induction programme for new staff providing them with relevant information on the School Health & Safety Policy, emergency procedures and how to access further guidance on specialist training, policies and procedures for research and specific laboratories.

3.3 Maintain oversight of and provide advice on risk assessments, CoSHH assessments, standard operating procedures (SOPS) and, where necessary, Codes of Practice and local policies and keep appropriate records.

3.4 Communicate effectively with researchers, students and visitors to identify any health and safety concerns and to ensure that feedback is integrated into policies and procedures.

3.5 Make safety related decisions in potentially high risk environments e.g. containment labs, assessing potential degree of risk and acting in anticipation of this risk and, where necessary, to enforce safety procedures.

3.6 In collaboration with Sussex Estates and Facilities (SEF), carry out regular workplace inspections, health and safety audits, fire risk assessments and any other inspections deemed necessary from time to time e.g. HSE audits of containment facilities.

3.7 Monitor compliance with Health and Safety regulations and report any breaches to appropriate senior staff together with recommendations for follow up action.

3.8 Ensure appropriate reporting, investigation and follow up of any accidents and incidents which occur within the School’s research facilities.

3.9 Ensure buildings are adequately covered by fire wardens and liaise with University Security and SEF personnel (including fire marshals) during emergency evacuation of research facilities.

3.10 Liaise with the Occupational Health team to ensure support for staff health and wellbeing, provision of essential programmes of vaccination, health screening and making referrals in line with School and UoS policies.

3.11 Work with other appointed School Health and Safety Co-ordinators to ensure the key duties of these roles as defined in the UoS Health and Safety Policy are met.

3.12 In liaison with the Chair, prepare agendas for meetings of the BSMS Health, Safety and Environment Committee and ensure actions are followed through and reported back to the committee.
3.13 Serve as a standing member of the BSMS Health, Safety and Environment Sub-Committee and represent the School as a member of the University of Sussex Health and Safety Committee.

3.12 Prepare reports on health and safety issues and compliance for any other School or University Committees or meetings where health and safety may be discussed.

3.11 In addition to duties specified above as senior H&S Advisor to also act as local Health and Safety Co-Ordinator for the MRB and Trafford Centre and undertake any other duties required in accordance with the School and UoS Health and safety Policies.

4 Be the School’s appointed Biological Safety Officer and assist senior managers in complying with health and safety legislation regarding the use of biological agents and genetically modified organisms (GMOs).

4.1 To be the first point of contact for any issue involving work with GMOs and other biological agents.

4.2 Advise on risk assessments for GMOs and other matters involving biological research, such as working with pathogens.

4.3 Advise on and oversee the training programme and level of supervision for work with biological agents.

4.4 Develop and maintain local rules, standard operating procedures, emergency response plans etc. to ensure statutory and legal requirements are met.

4.5 Co-ordinate notifications to and communications with the relevant regulatory authorities.

4.6 Advise on the safe storage, transport and disposal of GMOs/potentially harmful material and ensuring that current and accurate records are kept.

4.7 Represent the school as a member of any relevant University of Sussex or BSMS GM and/ or biological Safety committees and report back to the local Health, Safety and Environment committee when appropriate.

5 Be the tissue governance manager and person designate under the terms of the School’s Human Tissue Authority (HTA) research licence and assist the Designated Individual (DI) to ensure regulatory compliance for all research which involves human tissue.

5.1 As Tissue Governance Manager to act with delegated authority from the Designated Individual (DI) to monitor regulatory compliance for all research involving the use of human tissue samples.

5.2 Be a Person Designate for the BSMS HTA Research Licence and to undertake all relevant duties as defined by the HTA.
5.3 Advise colleagues on the preparation of proposals for ethical approval taking it account HTA regulations and standards of best practice.

5.4 Consider requests for the storage of relevant material under the BSMS HTA Research Licence ensuring adequate space allocation and continued compliance with regulations and HTA standards.

5.5 Provide all staff and students who will work with human tissue with relevant induction, training and support and organise access to specialist GCP, GCLP and Consent training through our partner NHS Trusts to ensure regulatory compliance.

5.6 Manage the regular review of policy documents and risk assessments and, in collaboration with the DI create new policies, SOPs RAs etc. as necessary.

5.7 Liaise closely with the Clinical Investigation Research Unit Laboratory Manager and the Head of Research and Development at BSUH to manage projects that will require access to facilities, technical support and storage at both BSUH and BSMS.

5.8 Carry out regular audits of compliance with the HTA research sector standards and produce reports for those committees where HT Act governance procedures and compliance are discussed.

5.9 Act as a standing member of the BSMS HTA Governance Group responsible for producing the agenda, documents, minutes and written reports on operational and governance matters for the committee’s meetings.

5.10 Represent the DI as a member of the UoS HTA Co-Ordination Group providing written reports where necessary that may be shared with the University Research Governance Committee

5.11 Provide cover for the School’s anatomy facility when the Prosector in anatomy is unavailable.

6. In collaboration with relevant heads of department and research leads, allocate, organise and advise on the design of laboratory space and facilities to best support the School’s research objectives

6.1 Plan, manage and review the processes and decisions that affect technical services and research facility provision, initiating and fostering collaborative relationships with key stakeholders to best support the School’s research strategy.

6.2 Work in partnership with senior management including the Director of Research and Knowledge Exchange to manage changes required in facilities for new and existing staff members and ensure implementation of changes with minimal disruption to research programmes or impact on safety.

6.3 Work closely with the Medical School Secretary, Heads of Department and research leads to plan space allocation in terms of offices, laboratories, communal areas including meeting rooms and storage facilities for research activities within the School.
6.4 Work with Sussex Estates and Facilities (SEF) to advise senior management on operational decisions, infrastructure changes, emergency response support and costings for major laboratory restructuring, refurbishment or improvement projects and to monitor the implementation of such plans.

7. Line manage and develop a team of administrative and technical staff to ensure the effective and efficient provision of laboratory and administrative services.

7.1 Manage the recruitment and selection of administrative and technical staff and, where necessary, advise on recruitment of other staff who will work in restricted access laboratories at the MRB or Trafford serving as a full member of relevant appointment panels.

7.2 Plan and manage the day to day work of technical and administrative staff with responsibility for supporting researchers and research facilities to meet clear objectives and common goals.

7.3 Encourage and promote behaviour consistent with the School’s values and standards and wider UoS policies on welfare, equality and diversity and offer the support, pastoral care and guidance to create a positive working environment.

7.4 Ensure continued professional development including personally training, coaching and mentoring administrative and technical staff.

7.5 Undertake annual appraisals of administrative and technical staff.

7.6 Consider leave requests for approval being mindful of the need for cover.

8. Assist in managing a category III laboratory.

8.1 To be cognisant of the processes and procedures within a category III facility ensuring safe and secure working practice within the facility at all times.

8.2 Keep a record of activity within the laboratory, monitoring the use and disposal of infectious agents.

8.3 Work with the University of Sussex Health and Safety Office to create and update documentation required for the safe and secure running of the facility.

8.4 Provide training to users of the laboratory in safe practice and health and safety requirements within the laboratory.

9. To promote the research profile of BSMS.

9.1 Foster close working relationships with the UoS Research and Enterprise Services, the BSMS Director of Knowledge and Exchange, the Operational Manager of the Brighton & Sussex Clinical Trials Unit (CTU) and the Head of Research and Development at BSUH to ensure oversight of research plans and dissemination of relevant guidance and updates to research active staff.
9.2 Be a standing member of the BSMS Research Sub-Committee providing reports on relevant governance and operational issues and disseminating information from meetings to research staff.

9.3 Be a standing member of the BSMS Research Governance and Ethics Committee and provide specialist advice on relevant operational issues, health and safety, local HTA Research Licence policies and other regulatory compliance issues.

9.4 Assist staff in the preparation of research grant applications by providing advice on laboratory facilities, technical equipment, storage availability, human resources and relevant regulatory compliance.

9.5 Act as a designated approver for research grant applications.

9.6 Disseminate relevant information to BSMS staff regarding internal seminar series, seminars arranged by other Schools at the UoS and UoB, relevant training and funding opportunities, Work in Progress meetings at the MRB etc.

9.7 Work with the Individual Research Project team and Module leaders to support a programme of research for fourth year medical students to increase involvement and satisfaction of students in research through participation, including via intercalated degrees at BSMS.

10 To work as part of the school team in providing support for School-wide activities.

10.1 Assist with the organisation of School-wide activities such as open days, admissions days and the annual research conference as required.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.
## Person specification

Criteria can only be described as essential if the outcome required is absolutely dependent upon them. Consider reasonable adjustments and discount factors that unfairly discriminate on the grounds of race, age, religion or belief, gender, sexual orientation or disability.

### Skills and abilities

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<tr>
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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Good organisational skills and an understanding of laboratory methods and equipment.</td>
<td>X</td>
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<td>Able to communicate effectively and work collegiately with a wide range of academic, technical, scientific and educational personnel and to interact with funding bodies, media and the public.</td>
<td>X</td>
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<td>Proficient in the use of Microsoft Word, Outlook, Excel, PowerPoint and internet searches.</td>
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<td>Able to lay out correspondence, reports and notes of meetings professionally and to proof-read documents.</td>
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<td>Analytical and numerate.</td>
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### Knowledge

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<th>Essential</th>
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<tr>
<td>Knowledge of laboratory management and day to day running of a research facility</td>
<td>X</td>
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<td>Knowledge of category 2 and 3 containment laboratories.</td>
<td>X</td>
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<td>Knowledge of Health and Safety issues as they pertain to a proficient and secure running of a laboratory facility.</td>
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### Experience

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<tr>
<td>Experience of writing of standard operating procedures.</td>
<td>X</td>
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<td>Experience in the use of computerised record keeping systems e.g. FreezerPro.</td>
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<td>Experience in a Biological Safety Officer’s role.</td>
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<td>Experience of managing a budget.</td>
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<td>Experience of line managing staff.</td>
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<td>Qualifications</td>
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<td>Research degree</td>
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<th>Personal attributes and circumstances</th>
<th>Essential</th>
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<tr>
<td>Able to work flexibly and independently with a high degree of responsibility</td>
<td>X</td>
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<tr>
<td>An interest in the development of medical research and in publicising it to the local and international community.</td>
<td>X</td>
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<tr>
<td>Able to undertake all the physical requirements of the job, including use of display screen equipment according to health and safety guidelines.</td>
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**Senior leadership and management**

The Vice-Chancellor is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

**The Medical School**

The School is an equal partnership between the Universities of Sussex and Brighton together with NHS staff throughout the South East Region. The arrangements for the School’s governance reflect this approach and students are awarded joint degrees of both Universities.

The School is fully committed to the principles of *GMC: Standards of Promoting Excellence*; it endorses the value of medical education in a multi-professional context, and promotes the highest possible standards in its three pivotal components of teaching, clinical practice, and research (both fundamental and applied).

There is an annual intake to undergraduate medicine of approximately 138 students. BSMS has proved exceptionally popular and has regularly achieved one of the highest application rates of any UK medical school. Students spend their first two years primarily on the universities’ campuses at Falmer; thereafter the focus shifts to the associated teaching hospitals in Brighton and the
surrounding area. There are purpose-built teaching facilities in all areas.  

The curriculum emphasises early clinical involvement, a broad range of experience and a firm foundation in basic science. A wide range of teaching and learning approaches are employed, tailored to the particular circumstances; we are not committed to a single method of delivery. Feedback from the National Student Survey has demonstrated an exceptionally high level of student satisfaction, with BSMS being consistently amongst the top 10 performing schools in the country with scores of over 90%.  

The research undertaken at BSMS aims to make a genuine contribution to the evidence and science underpinning clinical practice, and to benefit people and patients in their health and wellbeing. We expect our key domains of research strength to be recognised on the international stage and these are represented by the new departments of Global Health and Infection (including HIV and sexual health) and Neuroscience (including mental health and neurology). We have made significant investments in research infrastructure, including a world-class Clinical Imaging Sciences Centre (CISC) housing a 3T and 1.5T MRI and a PET-CT scanner and a Clinical Investigation & Research Unit (CIRU) dedicated to patient-orientated research and early clinical trials.  

Following the appointment of Professor Malcolm Reed as Dean in December 2014, the Medical School has undergone a strategic review and is currently undergoing reorganisation into the following Departments which will be fully established for the academic year 2016/17:  

Clinical and Experimental Medicine  
Global Health and Infection  
Neuroscience  
Primary Care and Public Health  
Medical Education  

**Administration.** The Medical School’s Administration is led by the Medical School Secretary. The School’s 60+ support staff offer support to a range of functions including curriculum development and delivery, admissions, library and IT, communications, student welfare, human resources, research and finance.  

**The Universities**  
The Universities of Brighton and Sussex have formed a highly effective and successful partnership that has resulted in the creation of this first new medical school in the South East region outside of London. Each institution has its own distinct culture and each is proud of its history and achievements but they have a long and successful history of collaboration.  

**Research and teaching**  
Both universities are committed to excellence in teaching and research.  

Sussex is a progressive university delivering innovative thought and
action, with a worldwide reputation for excellence in research and discovery. Its distinctive approach leads to the development of high quality new research which crosses traditional boundaries, benefits and enriches society, and influences policy at international, regional and national levels. Sussex research has a positive impact on people's lives. In the Times Higher Education World University Rankings 2016, Sussex was ranked 23rd in the UK and 140th in the world for research influence.

The results of the government-commissioned Research Excellence Framework (REF) in 2014 show that over 75% of research activity at Sussex is categorised as 'world leading' (4*, 28%) or 'internationally excellent' (3*, 48%) in terms of originality, significance and rigour, whilst 98% of research activity at Sussex is categorised as either 'world-leading', 'internationally excellent' or 'internationally recognised'.

The University of Brighton has a long and distinguished history of applied research. This serves to sustain and nourish its mission to help form professional and vocational careers. Ultimately, the university aims to transform the lives and experiences of people and their environments with research that matters. In the REF2014, 92% of its research was judged to be world-leading or internationally excellent in terms of the impact it makes, putting it in the top 25% for the sector. 38% of the university’s work in the Health Sciences was rated as world-leading.

BSMS made a major contribution to its host universities’ submissions in the most recent Research Excellence Framework (REF2014). The majority of BSMS staff submitted contributed to Psychology, Psychiatry and Neuroscience, and Biological Sciences at the University of Sussex, both ranked 10th, or the joint submission with the University of Brighton (Allied Health Professionals, Dentistry, Nursing and Pharmacy – ranked 27th). A smaller number of academics were submitted with Sociology and English at Sussex.

Brighton and Sussex University Hospitals (BSUH) is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. The Brighton campus includes the Royal Alexandra Children’s Hospital and the Sussex Eye Hospital, and the Haywards Heath campus includes the Hurstwood Park Regional Centre for Neurosciences.

In May 2014 the UK Government agreed the release of £420m to redevelop the Royal Sussex County Hospital site. The plans will see the site’s 19th century buildings replaced with new, modern facilities for the delivery of healthcare, for teaching and for research.

Revised August 2016 (PP-D)