

GENERIC ROLE PROFILE

Job Title: Scientific Officer – [specialism/area]

Grade: G8

School/Division: [school] – Technical Services

Location: [location]

Responsible to: [job title of line manager]

Direct reports: [job titles of direct reports or n/a]

Key contacts: [job title of key contacts].

Role description:

To undertake role of the institution's lead subject matter expert in professional field, ensuring appropriate compliance in [enter specifics of technical area here]

PRINCIPAL ACCOUNTABILITIES

1. Provide information, advice and guidance on all matters relating to area of subject expertise to ensure institutional compliance
2. Monitor adherence to institutional and regulatory standards, assess risks, complete internal compliance checks and audits, advise on subject area
3. On behalf of the institution, perform role of regulatory competent person, where necessary hold appropriate institutional permits and licences.
4. Provide a core service facility for [specialist facility/function] across the [Area/Department]. The management of an effective and efficient [specialist facility/function]. Ensuring a safe environment for staff, students and visitors.

KEY RESPONSIBILITIES

- Be the institutional subject matter expert in area of expertise, providing advice and guidance to all levels of the institution, working to satisfactorily resolve complex technical issues.
- Ensure all University policy and procedure is in line with regulatory guidance, and government statute, leading on policy and procedure development.
- Across the University, working with internal stakeholders to promote a culture of compliance and best practice towards area of expertise
- In liaison with other SMEs across the institution and external bodies, ensure full compliance coverage, clarify areas of responsibility agreeing where accountability lies in areas of overlap or exposure
- Ensure institutional records are in place to support compliance

- Design and deliver training and development interventions in subject area to staff and students as needed.
- Presenting and facilitating workshops with groups of all sizes to develop understanding of procedures and policies within subject area. Where appropriate, assess competency of trainees and provide feedback.
- Maintaining and updating information systems in line with the Data Protection Act, and ensuring accurate recording of query types and suggestions ideas for improvement
- Preparing ad hoc and regular management reports to regulatory bodies and internally to aid the improvement of processes and understanding of the subject area
- Provide advice on ongoing projects.
- Where required, lead a team of technicians in area of expertise
- As appropriate, on behalf of the institution, undertake role of lead officer, hold certificate of professional competence, undertake role of institutional licence holder.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

[options for roles]

- Planning, co-ordinating and operational management of the [specialist facilities] in your jurisdiction to ensure that a reliable and sustainable service is available to meet the needs of the department.
- Carry out budgeting exercises and implement cost control measures, within the facilities in your jurisdiction, within policies laid down. Provide budgetary advice and information to management to support decision making. Order apparatus and materials where necessary.
- Responsible for monitoring and completing maintenance schedules for facility equipment, ensuring that equipment is functional at all times. Responsible for ensuring that all repairs are carried out and service records are kept up to date. Identifying equipment that needs replacing and preparing specifications and bids for purchase, in consultation with relevant user groups.
- Managing the internal and external recharges for the facility(s). Working with the finance teams to ensure recharges accurately reflect use and that a stable finance model for the facility is employed.
- Employ an appropriate booking and management system to control and record use of the facility(s), ensuring use is traceable and auditable
- Ensuring all facility users, working within the area of responsibility, comply with all basic University Health & Safety policies. This will include compliance by all staff with current rules governing work with [specific areas of compliance, e.g. COSHH, genetically modified organisms (GMOs), biological samples, human tissue etc.]. Ensure all required assessments are in place approved and up to date.

Dimensions

- This role may have budget responsibility.
- This role may have line management responsibility.
- This role may have responsibilities for equipment or premises.
- The post holder reports to the [manager job title], working under broad direction to enable the post holder to manage their own work and that of their team members, to achieve their agreed objectives. The role holder will play a key role as part of the Divisional leadership team in supporting the achievement of the strategic and operational goals of the University, Technical Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently. Linking, where relevant, to TRAC.

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

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Level 7 - Fellowships, NVQ Level 5, BTEC Advanced Professional award, certificate and diploma level 7, Master's Degrees, Postgraduate Certificate in Education, Postgraduate Certificates
2. A detailed applied and theoretical knowledge and understanding of [specialist area]
3. Effective management skills
4. Well developed oral and written communication skills with the ability to present policy and procedure and communicate complex technical messages in a way that can be understood the audience.
5. Planning and organisational skills, including project management.
6. Well developed interpersonal skills with the ability to quickly build rapport, effectively influence, persuade and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships, and work with external professional subject area networks
7. Analytical skills with the ability to generate effective solutions and make effective decisions
8. Effective IT Skills on MS platform and any specialist software the role would rely upon.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Excellent knowledge of area of expertise
2. As necessary certificate of professional competence

3. Proven ability to work independently, analyse changing situations. Sufficient knowledge and/or expertise to work on day to day issues in own area without direct or continuous reference to others
4. Working knowledge of Health and Safety and its relevance to operational procedures
5. Willing to act as a point of reference to others and demonstrate continuous specialist development, acquiring and refining skills and expertise in new or related areas.
6. [add more specific criteria, if required]

DESIRABLE CRITERIA

7. Experience of managing a team of people on a permanent basis.
8. Five years' experience in a similar role.
9. Five years' experience working in a university or similar environment.
10. [add more specific criteria, if required]