SECTION 1: JOB DESCRIPTION

JOB TITLE: Chemistry Group Manager
SERVICE AREA: Total Facilities Management
DIVISION: Birmingham City Laboratories
GRADE: GR6
NO OF POSTS: One
ID REF: 
DATE: SEPTEMBER 2016

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1. JOB PURPOSE

1.1 To be responsible for the overall management, performance, legislative compliance and technical direction of the Chemistry service of the laboratories

1.2 Undertake the duties of the Chemistry section Quality Manager ensuring UKAS accreditation to ISO 17025.

1.3 To develop the commercial strategies for the Chemistry service to meet financial targets.

1.4 To deputise for the Head of Laboratories in his/her absence

2. DUTIES AND RESPONSIBILITIES

2.1 To be responsible for the overall leadership, development, performance and technical direction of a team of chemists & toxicologists.

2.2 Carry out the duties of Chemistry Quality Manager; reporting to the Head of Laboratories.

Undertake or supervise the duties required to ensure retention of the UKAS accreditation.

This includes:

- Management and development of the quality system
- Management of the quality procedures and associated documentation
- Development & validation of analytical methods
- Planning and management of technical and system audits
- Supervision of training plans and assessment of staff
- Effective management of non conformities and associated corrective/preventative actions
- Management of quality records and controlled documents
- Identify resource requirements with respect to the quality system
- Maintenance of relationship with UKAS
- Maintenance of internal and external quality control schemes
2.3 To be responsible for the work of the team to ensure that resources are used in the most effective, efficient and economic manner so that performance targets are met.

2.4 To manage the resources of the section effectively in order to maximise income and deliver the financial targets required of BCL. To participate in the preparation of the annual budget, manage its implementation and investigate all variances.

2.5 To monitor and manage the performance and attendance of the section and the individuals employed within it.

2.6 To be responsible for ensuring the effective administration of the appraisal process as it relates to the Chemistry Team, conducting regular 1:1 meetings with direct reports.

2.7 To achieve and maintain high levels of customer satisfaction.

2.8 To oversee analysis, development of new analytical methods and the validation of new and existing methods. To provide expert guidance and consultancy with regard to toxicology methods and analysis.

2.9 To have an in depth knowledge of current UK and EC legislation relevant to the post and to maintain an awareness of prospective legislative developments or guidance that might impact upon the work of the section.

2.10 To undertake business development, identify new markets and customers and have input in to marketing strategies for the Chemistry service.

2.11 To deputise in relevant areas for the Head of Laboratories their absence or under their direction.

2.12 To attend and actively contribute to the Laboratory’s management team meetings.

2.13 To attend Magistrates, Crown and Coroners Courts to give expert evidence in legal proceedings as required.

2.14 Health & Safety - Implement Health and Safety Policy ensuring that there is;
   - Regular and systematic identification, review, evaluation and control of risks
   - Promotion of safe working practices
   - Action to stop unsafe working practices and procedures
     - Compliance with Acivico’s Health & Safety Policy

2.15 Follow safe working practices and assist in the maintenance of good housekeeping standards in order to achieve a safe and healthy working environment.

2.16 Equality and Diversity - To promote, adhere to and implement the Policies on Equality of Opportunity within your Team/Section/Division and within Acivico generally.

2.17 Sustainability - To promote Acivico’s Sustainability Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in a sustainable way.

2.18 To ensure compliance with all of Acivico policies and procedures.
2.19 To carry out such other duties commensurate with the grading of the post as may from time to time be determined.

**OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3.0 **SUPERVISION REQUIRED**

<table>
<thead>
<tr>
<th>Supervising Officer</th>
<th>Level of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Laboratories</td>
<td>3</td>
</tr>
</tbody>
</table>

4. **SUPERVISION GIVEN** (excluding those who are INDIRECTLY supervised i.e. through others)

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>*Level of Supervision</th>
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<tbody>
<tr>
<td>Senior Scientific Officer</td>
<td>GR5</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Senior Scientific Officer</td>
<td>GR5</td>
<td>1</td>
<td>2</td>
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*Level of Supervision:
1. Regularly supervised with work checked by supervisor
2. Left to work within established guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

5. **SPECIAL CONDITIONS**

Must hold a valid full driving license.

Maybe required to travel nationally.

To work from any administrative centre in the City to meet the operational needs of the organization.
SECTION 2 : PERSON SPECIFICATION

**Method of Assessment**: AF = Application Form; I = Interview; T = Test/Exercise; P = Presentation

**Experience, abilities, knowledge and qualifications / training**
In your application form please provide evidence of how you meet the below requirements for the role. Applications will be long listed against these requirements.

<table>
<thead>
<tr>
<th>Essential</th>
<th>MOA</th>
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<tbody>
<tr>
<td>1. Considerable experience in the practice and development of analytical chemistry in the field of toxicology. Knowledge of analytical methods in one or more of the following; food, water or construction related materials would be advantageous.</td>
<td>AF/I/P</td>
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<tr>
<td>2. Significant experience in the management of a laboratory quality system to the requirements of ISO/IEC 17025. Qualified auditor of an ISO/IEC ISO17025 accredited organisation. Including maintenance of quality system, audit programme, external quality control schemes and validation of methods.</td>
<td>AF/I</td>
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<tr>
<td>3. Hold a degree or equivalent qualification in chemistry or a science subject containing a large component of chemistry or toxicology. MSc Toxicology would be would be advantageous. Hold Membership or Fellowship of The Royal Society of Chemistry.</td>
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<td>4. Proven experience in managing and developing team and staff performance. Providing inspiring and supportive leadership to others.</td>
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<td>5. Management experience to ensure the effective utilisation of staff and other resources, ensuring team productivity, health and safety and technical competence</td>
<td>AF/I</td>
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<td>6. Ability to develop business and marketing strategies for an analytical service</td>
<td>AF/I</td>
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<td>7. Experience in providing and interpreting business, financial and KPI information; with proven ability to manage a service effectively to meet financial targets.</td>
<td>AF/I</td>
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<td>8. Experience in the interpretation and application of legislation and standards. Ability to apply experience &amp; technical judgement when carrying out analysis, interpreting results, identifying root causes or providing consultancy to clients.</td>
<td>AF/I</td>
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<td>9. High standard of written, mathematical, IT and verbal communication skills; including formulation of technical presentations and training courses.</td>
<td>AF/I/P</td>
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<td>10. From time to time the person may be required to work throughout the UK and out of normal office hours.</td>
<td>I</td>
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