

JOB DESCRIPTION

Job Title: Laboratory Manager (Immunology and Diagnostics)	
Department/Division/Unit: ITD Central	
Faculty/Professional Service: Faculty of Infectious and Tropical Diseases	
Location: Keppel Street, London	
Reports to: Head of Research Laboratories	
Labs/rooms responsible for: [Immunology]: 234; 245; 420; 420a; 420b; [Diagnostics]: 246; 247; 321 [Liquid nitrogen]: 349	
Groups responsible for: [Immunology]: Dockrell; Drakeley; Hafalla; Helmby; Ward; Wassmer; Yardley [Diagnostics]: Burton; Holland; Roberts	
Full Time/Part Time: Full-time	Hours (if less than full time): 1FTE
Grade: 6	
Named Responsibilities: Radiation Protection Supervisor HTA Person Designated	
Overall Purpose of the Job: <p>The Laboratory Manager is involved in supporting the day-to-day running of their allocated laboratories and to foster a safe and productive working environment. They are responsible for ensuring that the laboratories they manage are safe and efficient places to work, and operate in line with School policies and processes. The Laboratory Manager manages the Assistant Laboratory Managers, works as part of a team with other Laboratory Managers and with academic staff who conduct research in the laboratory. This role will be critical in the support of research, and liaises with senior research leaders (PIs) to manage space, resources, rotas and training to ensure research can be carried out safely and effectively.</p>	

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing education in public and global health. [Our mission](#) is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice. We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and

included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

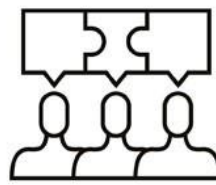
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

Faculty of Infectious and Tropical Diseases

The vision of the Faculty of Infectious and Tropical Diseases is to deliver outstanding contributions to reduce the evolving disease burden related to infections and global health inequity. The range of disciplines represented is broad, including all laboratory-based research at LSHTM's London campus, and encompassing a "bench to boardroom" portfolio with research approaches from fundamental biology through clinical research to impact on policy and practice. It is headed by **José Bengoechea**, who is **Professor in Microbiology and Infectious Diseases**. The spectrum of diseases studied is wide; our main research interests include vector-borne diseases especially malaria; respiratory diseases including tuberculosis and bacterial pneumonia; enteric infections; HIV and other sexually transmitted infections; neglected tropical diseases including trachoma, leishmaniasis, schistosomiasis and trypanosomiasis; vaccine development and evaluation; and the prevention of blindness. The Faculty is organised into three research departments comprising: Clinical Research, Disease Control, and Infection Biology. Interdisciplinary research is a major strength, and we encourage collaboration between scientists in different research areas. The Faculty has close links with colleagues and collaborators in more than 100 countries. Our teaching programme includes MSc courses which are module in structure, both intensive taught in London and by distance learning; a variety of short courses and an [active doctoral programme](#) (PhD and DrPH). For further information on the Faculty see [here](#).

Human Resources 2023

Department of Clinical Research (Head: Professor Dave Moore)

The Department of Clinical Research addresses infectious diseases of major public health importance in developing countries. Activities include trials of new therapies, vaccines and educational interventions; the development of new diagnostic tests; studies to elucidate the immunological and molecular correlates of pathogenesis and protective immunity, and to identify genetic polymorphisms conferring protection or susceptibility to infectious diseases; health services research which aims to identify the most efficient and cost-effective way to deliver health care; and health policy analysis. In addition to our many overseas collaborations, we have close links with the Hospital for Tropical Diseases, in purpose-built accommodation on the main UCL Hospital campus, five minutes walk from the School. The Wellcome Trust Bloomsbury Centre for Global Health Research is based in the Department, and supports Clinical Fellows at all levels, most of whom are based overseas.

The Department's main research interests include HIV and related infections; in particular, the interaction between HIV infection and tuberculosis, and other sexually transmitted diseases; malaria; trachoma; leprosy; diagnostic tests for resource limited settings; eye health; disability; and travel medicine.

Department of Disease Control (Head: Professor Mary Cameron)

The Department of Disease Control is a multidisciplinary, cross-cutting department, operating in a global context and committed to excellence in research, innovation, learning and engagement. We have an outstanding reputation for internationally competitive research and teaching excellence, with demonstrable impact in the control of diseases, worldwide. Our diverse scientific staff comprises entomologists, epidemiologists, mathematical modellers, geographers, public health engineers, hygiene specialists, social scientists, engineers, statisticians and clinical scientists. We also have a strong team of project administrators, coordinators, managers, and communication specialists, who provide expert support to our research programmes in the UK and overseas. We are a highly collaborative Department, with extensive partnerships and collaborations with researchers from many countries and organisations around the world, as well as internally, with multiple School Departments. Our work cuts across several School Centres such as the Vaccine Centre, the Malaria Centre, Centre for Evaluation and the MARCH Centre.

Our staff play influential roles as consultants and key advisors to organisations including the WHO, CDC, Malaria Consortium, Public Health England, Department of Health, DFID, Bill and Melinda Gates Foundation, the Royal Society, Research Councils, Academy of Medical Sciences, the World Bank, Governments and private sector manufacturers and innovators, amongst many others. Our range of expertise provides us with an impressive set of tools for addressing the control of diseases that are insect-borne, water-borne or associated with poor hygiene – mostly in low- and middle-income countries. Much of our research is directed at current health policy issues and addressing gaps between policy and practice.

Department of Infection Biology (Head: Professor Martin Hibberd)

The Department of Infection Biology brings together pathogen molecular biology and immunology and infection research across the School. The Department

benefits from state of the art facilities and strong collaborations, many of which are with partners in disease endemic countries.

We study the molecular biology and genetics of pathogens and interaction with their hosts, to improve understanding and control of infectious diseases and to understand the complex and dynamic ways by which pathogens modulate virulence and interact with the human host. Such a holistic approach will vastly increase the scope for the rationale of design of long-term intervention strategies to reduce the burden of infectious disease. In recent years such a mission has been significantly enhanced by the availability of whole genome sequences. The Department is involved in several pathogen genome projects, and post genome studies which facilitate understanding of complex parasites. The interpretation and exploitation of this basic information is the platform for numerous new avenues of research on pathogenesis, epidemiology and the evolution of virulence.

Our research in immunology and infection centres on analysis of the host response to infection at the molecular, cellular and population levels. The goals are to develop a greater understanding of basic mechanisms of immunological protection versus pathology, and to apply this knowledge to the development of immunological interventions and the identification of correlates of immune status. Our work involves application of state of the art cellular and molecular approaches to the in vitro analysis of pathogen-host cell interactions, to in vivo studies in models, and to the study of immunity at the population level in disease endemic areas. We also conduct translational research for the development and evaluation of diagnostic approaches to identify disease foci and monitor drug resistance

Teaching

LSHTM offers 20 one year full-time taught programmes leading to the Master of Science (MSc) degree of the University of London and the Diploma of the London School of Hygiene and Tropical Medicine (DLSHTM). The Faculty of Infectious and Tropical Diseases runs or contributes substantially to nine of these MSc programmes. In addition, the Faculty is responsible for the three-month Professional Diploma in Tropical Medicine and Hygiene and the Professional Diploma in Tropical Nursing. The Faculty also offers a range of specialist short courses lasting usually one or two weeks. LSHTM offers a further six MSc programmes by Distance Learning, with the Faculty responsible for the MSc Infectious Diseases.

Research Training

The School offers two doctoral training programmes. The MPhil/PhD degrees are designed for those who wish to go on to a full time research career. The DrPH is directed towards those who expect their careers to be more in the practice of public health.

Main Duties and Responsibilities

Laboratory Management

- Manage the day-to-day operations of the laboratory.
- Implement and maintain systems (e.g. stock management, sample databases, chemical databases etc) to ensure that the work within the laboratory is effective, safe and delivers value for money. This may include working to Good Laboratory Practice and Good Clinical Practice standards.
- Work with research leaders (PIs) to ensure that their needs are met within the laboratory and that research can be supported.
- Ensure that all individuals working in the laboratory have completed appropriate training, and are named on relevant licences.
- Manage rota to ensure the effective management of the laboratory on a day to day basis, including: laboratory waste disposal; maintenance of lab coats; provision of sterile glass ware.
- Be primary point of contact, and manage interaction with other relevant services – including Estates for maintenance, cleaning and fumigation (if required) and external providers where required (such as equipment servicing).
- Co-ordinate communication of laboratory specific information and notices to laboratory users and PIs, both in meetings and via other appropriate communication methods (email, notice board etc).
- Directly line manage the Assistant Laboratory Managers within the Department (Immunology).
- Be responsible for ensuring adequate space for all lab users – staff, students and visitors.
- Support all research staff to develop and maintain a system for cataloguing, storing and accessing research materials, strains and samples as agreed with the Research Governance and Integrity Office (RGIO). This will include a freezer log, fridge, and chemical cupboard logs.
- Manage the existing blood donor scheme and provide primary cover for the phlebotomy service to provide blood for experiments in ITD Faculty.

If working with overseas colleagues/collaborators:

- Ensure that samples collected in the field and archived and stored appropriately.
- Where required, assist with shipment of materials to, and receipt of samples from, overseas collaborative projects.
- Ensure appropriate compliance with legislation relating to storage, transportation, modification and destruction of samples.

Staff Management

- Direct line management of two Assistant Laboratory Managers, ensuring LSHTM staff processes are followed, including carrying out an annual Personal Development Review (PDR).
- Facilitate team working amongst laboratory staff to ensure sharing of best practice and cross skilling.

Finance/Ordering

- Generate and maintaining an operable system for cost effective communal ordering and ensure research grants are charged appropriately for consumables used.
- Ensure value for money when negotiating prices on consumables and establishing new suppliers. Establish and maintain strong working relationships with external suppliers in order to enable this.
- Ensure that all expenditure is carried out within School financial regulations.

Safety

- Ensure adherence to all health and safety duties as outlined in the Arrangements for Bio Risk Management” as outlined by the School’s Health and Safety Department.
- The Lab Managers will oversee the appropriate and safe use of their laboratories. They will have a comprehensive understanding of the activities underway within their space and they will have a thorough understanding of the laboratory operation and the maintenance and testing requirements. In detail, they are responsible for:
 - i. the production of and maintenance of local rules for their laboratories so as to ensure compliance with LSHTM Policy and Arrangements;
 - ii. the preparation of risk assessments for general activities carried out within their laboratories;
 - iii. the initial review of all risk assessments prior to their submission to the OH&S Department;
 - iv. the investigation of accident and dangerous occurrences and planning and implementing remedial action in conjunction with the Faculty Safety Partner.
- Ensure that all Safety Control measures are communicated, tested, maintained, and audited as required.
- In conjunction with the Faculty Safety Partner ensure individuals working in laboratory are named on appropriate licence where required (e.g. Home Office, GM etc).
- Undertake Named Officer roles on behalf of the School as required (Radiation Protection Supervisor).
- Oversee specific safety areas on behalf of the Faculty as delegated by the Faculty Safety Partner.
- Maintain laboratories to the required safety and regulatory guidelines (e.g. to the appropriate containment level), and oversee appropriate records such as pathogen inventories, Human Tissue Act records, Poisons records.

Training

- Training for lab users (including students and visitors) on all aspects of laboratory work, for example implementation of new SOPs and preparation of risk assessments, and training on communal equipment.
- Training of all laboratory users including induction.
- Maintain training records for staff, in collaboration with Head of Research Laboratories.

- Support laboratory practicals and student laboratory projects as requested.

Research and Teaching

- Support specified laboratory based research projects (as agreed by the Laboratory Management Group), ensuring the most appropriate techniques or use of equipment, and enabling existing or new technical skills to be refined or applied.

AND/OR:

- Support teaching by preparing materials and assisting teaching delivery.
- The above may account for up to 20% of time in accordance with service demands during the course of the academic year.
- Maintain awareness of technological and methodological innovations.

Estates

- Liaising with Estates re: ongoing services function (all service supplies).
- Liaise with Estates over the access to Estates' maintained equipment and services, such as autoclaves, RO (water), compressors etc.
- Support minor lab relocations and ongoing building projects

Equipment

- Managing shared equipment within the laboratory space, including freezers.
- Provide technical specifications for new equipment purchases.
- Act as supervisor of the key technical lead (Assistant Lab Manager [Immunology] and Flow Cytometry Manager) for flow cytometry equipment including FACS.
- • Liaise with Head of Research Laboratories and other relevant colleagues to ensure maintenance and servicing of equipment to ensure scientific standards are maintained.

Other

- Will be required to join the on-call rota for the laboratory management team.
- Attend and contribute to local laboratory meetings.
- Proactively contribute to team meetings.
- Cover colleagues' absences (such as annual leave) on agreed basis with Head of Research Laboratories.
- Undertake other reasonable duties as required.
- Ensuring that the storage rooms (238c and 271) are properly used and managed.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department, Faculty Operating Officer or Department Manager.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, Regulations and employment legislative requirements are adhered to including equity and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review (appraisal) process.

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

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Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> Degree in a biological science or equivalent experience MSc and/or PhD in Biological/Medical Sciences 	E D
Experience	<ul style="list-style-type: none"> Experience in managing research laboratories Ability to work independently and as part of a team Analytical and problem-solving skills Demonstrable experience with management of general lab equipment and organising resources in the context of a working laboratory e.g. microbiological safety cabinets, centrifuges, incubators Experience with writing and reviewing SOPs and risk assessment Experience of managing external suppliers 	E E E E E E
Knowledge	<ul style="list-style-type: none"> Experience of using detailed Health & Safety knowledge in a laboratory setting to manage risks and ensure compliance with current legislation Knowledge and experience of immunology techniques (particularly those involving antibody-based immune assays) A high degree of computer literacy and proficiency in the use of computer software; such as Word, Excel, PowerPoint and SharePoint. A safety qualification 	E E D D
General	<ul style="list-style-type: none"> Excellent interpersonal skills including the ability to establish and maintain effective working 	E

	relationships in a multicultural environment.	
	<ul style="list-style-type: none"> • Experience of line management 	D
	<ul style="list-style-type: none"> • Experience of working with flow cytometry and with FACS 	D
	<ul style="list-style-type: none"> • Experience of working in category III containment facilities 	D
	<ul style="list-style-type: none"> • Experience in managing liquid nitrogen stocks 	D

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Salary and Conditions of Appointment

The post is full-time and permanent.

The salary will be on the LSHTM salary scale, Grade 6 in the range £45,097 - £51,156 per annum pro rata (inclusive of London Weighting). The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days". Membership of the Pension Scheme is available. The post is based in London at the London School of Hygiene & Tropical Medicine.

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LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.