

## Job description

<b>Job title</b>	<b>Lead Public Health Microbiologist, FWE Microbiology Laboratories</b>
<b>Directorate</b>	<b>Science Group</b>
<b>Pay band</b>	<b>Grade 6</b>
<b>Responsible to</b>	<b>Deputy Director</b>
<b>Base/location</b>	<b>Flexible</b>
<b>Hours/ Sessions per week</b>	<b>Full-time (37.5 hrs)</b>
<b>Primary Specialty</b>	<b>FW&amp;E Microbiology services</b>
<b>Area of work</b>	
<b>Job type</b>	<b>Permanent</b>

**We pride ourselves as being an employer of choice, where Everyone Matters promoting equality of opportunity to actively encourage applications from everyone, including groups currently underrepresented in our workforce.**

**UKHSA ethos is to be an inclusive organisation for all our staff and stakeholders. To create, nurture and sustain an inclusive culture, where differences drive innovative solutions to meet the needs of our workforce and wider communities. We do this through celebrating and protecting differences by removing barriers and promoting equity and equality of opportunity for all.**

### **Short Summary**

Responsible for leading and managing the routine provision, delivery and development of FW&E services and act as the senior scientific specialist for FW&E Microbiology services within Public Health Microbiology.

The post holder will be accountable for scientists within the unit, providing leadership and oversight for the day-to-day running and development of the FW&E Microbiology services.

The post holder will be responsible for scientific leadership and having comprehensive oversight and responsibility of all scientific and managerial matters across FW&E Microbiology services.

The post holder may work with colleagues who are based across the country at different sites and/or who work remotely.

### **Job description**

- To be responsible for, lead and manage the FW&E Microbiology service.
- Provide expert scientific leadership and be responsible for the strategic development and operational service delivery for FW&E Microbiology.
- To manage the budget of FW&E Microbiology and any contracts and to ensure that work is delivered on time and within budget.
- Ensure that FW&E Microbiology services work to the highest standards of Quality, Health and Safety and governance
- Provide leadership to ensure services contribute to the national development of FW&E Microbiology service based public health delivery.
- Contribute to test development and validation.
- Review technology use and manage implementation of new equipment to support improvements in service delivery.
- Ensuring familiarity with the latest developments in the field, and also representing FW&E in outbreak responses.

### **Key Responsibilities**

#### **Leadership and management**

- Lead and manage the scientific and operational service delivery for the designated area of FW&E within the Public Health Laboratories to ensure seamless working between teams and corporate business functions.
- Lead on behalf of the Deputy Director on all areas relating to finance, business planning and commercial development, working with Heads of Laboratory Business Operations, corporate leads e.g. Finance Business Partner, ensuring embedded teams work to common national standards and practices.

#### **Laboratory Service leadership**

- Provide expert scientific leadership and be responsible for strategic development and operational service delivery in the designated area of UKHSA FW&E laboratories.
- To set scientific strategy and direction for UKHSA FW&E laboratories, working with the Deputy Director
- To ensure that services are delivered under a Quality Management System in accordance with UKHSA policies, and the Quality standards set by relevant external accreditation bodies (e.g. UKAS)
- To be accountable for Health and Safety of all staff and visitors within the designated area of UKHSA FW&E laboratories.
- To support and develop the workforce, in line with UKHSA's remit, to support capability and capacity, including technical and professional skills to meet the challenges involved in protecting and improving the public's health.

#### **Governance**

- Chair groups on behalf of the Deputy Director, ensuring that there is good governance in respect of Health & Safety; Clinical Governance; Information Governance; Quality Standards;

Financial Management; HR Management; Regulatory Compliance; and Risk Management generally.

- Ensure that UKHSA FW&E laboratories are fully compliant with UKHSA governance requirements.

### **Income generation and contracting**

- Lead income generation planning across UKHSA FW&E laboratories identify funding opportunities and lead and support income activity across the business in partnership with business development and other corporate teams as appropriate.

### **Financial and resourcing**

- Support the effective management of the UKHSA FW&E laboratories Budget. This will include year-end/monthly close down, regular meetings with the Finance Business Partner and reviewing monthly performance.

### **Communication and Key Working Relationships**

- The post holder will develop effective working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to UKHSA. This may include: UKHSA Groups and other teams, ministers, suppliers, Cabinet Office, Dept. of Health and Social Care officials, NHS England, NHS Improvement, NHS Digital, local authorities, voluntary bodies, stakeholders and members of the public. Communication will be face to face, including delivering presentations and facilitating workshops, by virtual means, phone, email, correspondence or via reports and briefings.

### **Essential Criteria:**

- PhD with a major component of public health, medical microbiology, food water or environmental microbiology
- Eligible to be a Food Examiner
- Understanding of Food Water and Environmental microbiology and the regulatory requirements
- Experience in the investigation of infections transmitted through food, water or the environment as well as wider issues of Environmental Health
- Evidenced leadership and management experience involving laboratory microbiology service delivery
- Experience and understanding of (i) quality management systems e.g. UKAS and ISO 17025; (ii) laboratory safety and procedures and (iii) risk management

### **Desirable Criteria:**

- Relevant business or management training to certificate level
- Registered Clinical Scientist or Chartered Scientist award, and with evidence of CPD

## Vacancy Success Profile

Behaviours	
Seeing the Big Picture	X
Changing and Improving	<input type="checkbox"/>
Making Effective Decisions	<input type="checkbox"/>
Leadership	X
Communicating and Influencing	<input type="checkbox"/>
Working Together	<input type="checkbox"/>
Developing Self and Others	<input type="checkbox"/>
Managing a Quality Service	X
Delivering at Pace	X

Strengths
<i>Catalyst, Service Focused, Strategic, Team Leader</i>

Experience	
<ul style="list-style-type: none"> <li>Eligible to be a Food Examiner</li> <li>Understanding of Food Water and Environmental microbiology and the regulatory requirements</li> <li>Experience in the investigation of infections transmitted through food, water or the environment as well as wider issues of Environmental Health</li> <li>Evidenced leadership and management experience involving laboratory microbiology service delivery</li> <li>Experience and understanding of (i) quality management systems e.g. UKAS and ISO 17025; (ii) laboratory safety and procedures and (iii) risk management</li> </ul>	
Technical	
Qualifications required:	<ul style="list-style-type: none"> <li>PhD with a major component of public health, medical microbiology, food water or environmental microbiology</li> </ul>



<b>Licence(s)</b>	
<b>Memberships(s)</b>	
<b>Other</b>	

### **Selection Approach**

<b>Sift/Shortlisting</b>	
Elements to be assessed	At sift stage you will be assessed on essential criteria, and this will be in the form of a application form and (up to 1250 words) Statement of Suitability
<b>Interview</b>	
Elements to be assessed	Behaviours and Strengths

### **Panel Member Requirements**

- Panel must not be single gender
- Panel chair must be a grade above the advert and a civil servant
- Highlight whether contractor or civil servant
- All panel members should complete training on equality and diversity and success profiles.