



Sainsbury Wellcome Centre

# Job Description

## Deputy Laboratory Operations Manager

**Department:** Sainsbury Wellcome Centre

**Grade:** 7

**Salary:** £43,124 - £51,610 per annum inclusive of London Allowance

**Hours:** 36.5 hours per week (full-time 1.00FTE)

**Reports to:** Centre Laboratory Manager



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### Context

At the Sainsbury Wellcome Centre (SWC), we're a close-knit community of twelve Group Leaders leading eleven operational research labs, dedicated to advancing scientific discovery in neuroscience. Our labs are supported by state-of-the-art facilities like the Advanced Microscopy Facility and the Viral Vector Core.

The Laboratory Management Team plays a crucial role in keeping our labs safe, organised, and optimised. Led by our Centre Laboratory Manager, the team collaborates closely with scientists and support staff to ensure everything runs smoothly and efficiently.

This team includes dedicated Laboratory Technicians and an Aide, who was hired through our SWC-Scope initiative—a program that opens doors for individuals with disabilities to thrive in a scientific environment.

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### Main purpose of the job

The post-holder will assist the Centre Laboratory Manager in maintaining fully operational laboratories that meet lead scientists' needs. They will support health and safety management, ensuring risk assessments are completed and all staff, students, and visitors are trained in safe lab procedures. As part of the Laboratory Management Team, they will also provide mutual support, covering duties during colleagues' absences and busy periods.

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### Duties and responsibilities

#### Laboratory Operations

- Support the safe operation, maintenance and efficient day-to-day functioning of the SWC laboratories.
- Assist the Centre Lab Manager in oversight of core laboratory equipment, facilities, and infrastructure. Perform routine in-house maintenance, ensure PPM schedules and reactive works take place and problems are reported, rectified, and escalated as needed. Work with lab management and building operations to monitor alarms, address faults, and follow emergency response
- Assist the Centre Lab Manager in managing contractor visits for equipment PPMs, alteration project works, compliance inspections, surveys, etc. Ensure that all contractors working in the building are informed of the safety policy relevant to their area of work and coordinate a permit to work policy.
- Manage chemical safety in the labs, carrying out annual inventory audits using the chemical inventory software, LabCup.
- Maintain database of laboratory equipment both in use and in storage.
- Support the lab manager and SWC senior management team in lab and desk space management.
- Build and update Lab Management communication resources sharepoint/wiki.
- Utilise the SWC assist helpdesk for managing user requests, ensuring requests are rectified in a timely manner.



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## Supporting Laboratory Management Team

- Assist in overseeing the work of the lab technician, providing coaching, guidance, and training where required.
- Coordinate with the lab technician to ensure adequate supervision of the Laboratory Aide, supporting them to safely carry out their tasks.
- Provide cover for the laboratory technician during leave days and absences to ensure adequate laboratory services support.

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## Inductions and Training

- Provide training to all staff and students on LabCup software, chemical safety, safe chemical storage and disposal.
- Carry out face-fit tests of respiratory PPE as part of the new-starter induction process.
- To coach and train all users in the use of core equipment and facilities including the liquid nitrogen facility and ensure that best practice is followed at all times.
- Be responsible for on-boarding all new lab members to the meeting room and lab asset booking system. Ensure system rules are clearly defined and troubleshoot any access issues.
- Communicate policies and procedures to staff at all levels and network with the lab users from across the SWC to ensure that best practice and information is disseminated throughout the building and any issues can be reported back to the Laboratory Manager.

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## Health, Safety and Compliance

- Support the Centre Laboratory Manager and Departmental Safety Officer (DSO) in managing the Health and Safety of the laboratories, leading and maintaining a culture of best practice in Health & Safety.
- Manage the lab safety inspections programme. Complete inspections, maintain records of corrective actions and compliance, and support the group leaders/lab teams in rectifying any safety concerns.
- Prepare and review risk assessments, standard operating procedures (SOPS), and policies for common lab processes and for the work of the lab management team.
- Ensure research operations are fully compliant with the application regulations concerning

biohazards, COSHH, and the Home Office. To liaise with the Centre Laboratory Manager, DSO and the neurobiological research facility team on Health & Safety and compliance matters and concerns.

- Support the lab manager, DSO, and laser safety officers in managing laser safety. Assisting with administrative tasks including record management and coordination of the SWC laser safety working group.

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## Sustainability

- Coordinate the SWC green team, organising and chairing monthly meetings.
- Act as green champion, implementing laboratory sustainability initiatives and interacting with UCL and external sustainability networks.
- Manage annual LEAF applications for the SWC labs.
- Collaborate with the SWC communications team to create weekly sustainability news bulletins.

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## General

- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- Actively follow and promote all UCL policies including those on Equality, Diversity and Inclusion.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- There may, on occasion, be a requirement to work extended hours.
- Follow and actively promote the [UCL Ways of Working](#).
- This job description may be reviewed and be subject to amendment in consultation with the post holder.
- All staff are expected to act professionally, co-operatively and flexibly in line with the post.
- UCL's Sustainability policies and objectives, attend management meetings and undertake such training and development as may be required for the post

# Person Specification

Applicants should copy and paste the following essential criteria (which are assessed on the application form) into the “Statement in support of your application” and describe underneath each criterion how they meet it, giving examples.

Essential Criteria	Assessment method (Application/ Interview/Practical Test)
<b>Qualifications, experience and knowledge</b>	
Hold a BSc in a life or chemical science subject or relevant experience recognised through professional registration.	A
Experience of working in a laboratory, preferably in a research environment.	A/I
Detailed knowledge of procedures relevant to the research laboratory activities i.e. equipment and facility maintenance.	A/I
Proven experience of providing inductions or training to laboratory staff/students.	A/I
Detailed knowledge of procedures relevant to health and safety laboratory practices, including risk assessments and SOPs	A/I
Proven experience and/or knowledge of the safe handling and disposal of hazardous chemical and biological agents.	A/I
Good knowledge of laboratory sustainability and LEAF and a commitment to sustainable lab practices.	A/I
<b>Skills and abilities</b>	
Strong written and oral communication skills and the ability to interact with stakeholders at all levels including external contractors.	A/I/P
Excellent interpersonal skills and evidence of good team-working, establishing and maintaining effective working relationships with others.	A/I
Working knowledge of relevant software packages including LabCup, Excel, etc and the ability to maintain good laboratory records.	A/I/P
Ability to work independently to deadlines and manage time effectively.	A/I
Willingness to undertake necessary training for the role and continued professional development.	A/I

Able and willing to assist in out-of-hours monitoring of essential equipment and occasional emergency call-out to attend incidents.	A/I
<b>UCL Ways of Working</b>	
Personal Excellence: Committed to providing a responsive and helpful service.	A/I
Working Together: Delegating with appropriate guidance and encouraging initiative.	A/I
Achieving our Mission: Anticipating issues and adjusting approaches when necessary	A/I
<b>Desirable Criteria</b>	
<p><b>Applicants should copy and paste the following desirable criteria into the “Statement in support of your application” under the Desirable criteria section and describe underneath each criterion how they meet it, giving examples.</b></p> <p><b>Desirable criteria will only be scored if there is a tie break for shortlisting.</b></p>	<b>Application</b>
Postgraduate or a professional qualification or equivalent specialist knowledge gained through training and experience.	A
An appropriate professional safety qualification (e.g. IOSH/NEBOSH).	A
Experience of line management or supervision of staff.	A
Commitment to and knowledge of advancing equality, diversity and inclusion.	A

# Apply

To apply for this position visit:

[ucl.ac.uk/work-at-ucl/search-ucl-jobs](https://www.ucl.ac.uk/work-at-ucl/search-ucl-jobs)

Please complete the online application form and use the supporting statement section to outline your interest in joining SWC and how you meet the essential and desirable criteria for the role.

If you have any queries regarding the application process, please email: [swc.hr@ucl.ac.uk](mailto:swc.hr@ucl.ac.uk)

For informal enquiries about the role please contact: [e.mcloughlin@ucl.ac.uk](mailto:e.mcloughlin@ucl.ac.uk)

All candidates will be notified of the outcome of their application.

## Probation

Appointments are subject to receipt of satisfactory references and a probationary period of 9 months.

## Annual leave

Annual leave is 27 working days for a full-time member of staff + 6 UCL closure days in addition to 8 Bank Holidays.

## Pension

Post-holders will be eligible to join the Universities Superannuation Scheme (USS), subject to the Scheme's rules and eligibility conditions.

## Hours of Work

UCL's full time working week is 36.5 hours per week. SWC is willing to consider flexible-working arrangements, subject to discussion and agreement with your line manager.

## Other benefits

UCL is a dynamic, global university based in one of the most exciting capital cities in the world. Not only does working at UCL offer the opportunity to work with some of the greatest intellects in the world, it also offers competitive terms, conditions and benefits to its staff.

As part of the UCL community you can access free lunch hour lectures, exhibitions and museums and collections. On campus UCL has the Bloomsbury theatre hosting a range of performances and a series of bars, cafes, and other facilities, which UCL staff can use.

In addition to 41 days annual leave (inclusive of public holidays and closure days) and generous pension schemes, UCL provides a number of other staff benefits which are linked from the page below:

✓ <https://www.ucl.ac.uk/human-resources/pay-benefits/staff-benefits>

UCL benefits and policies apply equally, whatever the sexual orientation and/or gender identity of employees. Benefits and policies relating to employees partners, includes both different sex and same sex partners.