Move into the Future with Acivico Ltd

Chemistry Group Manager - Toxicology / Quality
£41,967 - £52,455
Birmingham City Laboratories – Garretts Green

Come and join the Acivico team on a journey of innovation, challenge and opportunity and play your part in further honing this growing organisation into a market leading company ready to face the future and lead the way.

Acivico Ltd (a multi-disciplinary company wholly owned by Birmingham City Council) is seeking to expand its established and well respected chemistry and toxicology service which provides a range of services to HM Coroners, Birmingham City Council, other Local Authorities and a range of private sector clients.

To meet increased demand and help build the business in the ever changing market place we are offering an exciting opportunity for a chemistry manager with a focus on toxicology and quality management. Duties will include: the development and maintenance of a quality system ensuring UKAS accreditation to ISO17025; the management of a well-established and experienced team of analysts; implementing technical strategies to move the department forward.

We look forward to applications from individuals who share the Acivico values of customer focus, teamwork, flexibility, first class service delivery, honesty and integrity.

Working for Acivico…

Acivico promotes a healthy work/life balance and offers generous annual leave, training and development opportunities and flexitime scheme. All roles are full time with a 36.5 hours working week. We also have admitted body status with the Local Government Pension Scheme for both current and new employees.
Required qualifications and experience;

Applicants for the Chemistry Group Manager position will:
Hold a degree or equivalent qualification in chemistry or a related discipline
And have significant experience of:
Managing a UKAS accredited quality system
Technical knowledge of toxicology methods and techniques including LCMS, GCMS and HPLC
Leadership, management and development of a team of chemists and scientists
Business development and customer liaison

How to apply…

For a full application pack consisting of job description and application form please visit:
https://www.birmingham.gov.uk/jobs

Please ensure fully completed Acivico application forms are returned to: enquiries@acivico.co.uk quoting the appropriate reference number in the subject line. Alternatively, application forms can be posted to: Executive Support Team, Acivico Ltd, PO Box 17211, Louisa House, 92-93 Edward Street, Birmingham, B2 2ZH.

Please note, only completed application forms will be accepted however, applicants can submit CV's/Personal Statements as supplementary documents.

Job Ref No: AC1342017

Closing date for all applications is 2nd June 2017

Only short-listed applicants will be contacted for interviews.

Find out more…

For information about the position please contact: Trevor Box, Head of Laboratories on 0121 303 9300

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“Acivico (wholly owned by Birmingham City Council) is currently consulting on potential changes to its terms and conditions (in line with its S.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”.

www.acivico.co.uk
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 Acivicos’ Health and 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

Supervising Officer: Head of Laboratories
Level of Supervision: 3

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>
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<td>GR5</td>
<td>1</td>
<td>2</td>
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</tbody>
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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 organisation.
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

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<thead>
<tr>
<th>Essential</th>
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<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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<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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<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>
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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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