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Job Description

Post title: **Containment Level 3 Laboratory Manager**

Date last updated/evaluated: September 2025

Author: Ben Coles

Standard Occupation Code: 3111

School / Department: Central Technical

Faculty / Directorate: Medicine

Job Family: Technical and Experimental (TAE)

Grade: Level 4

ERE Pathway (if applicable): Not applicable

Post reporting to: Faculty Technical Manager

Post line report(s): Containment Level 3 Laboratory Senior Technician

Post base location: Campus **:** Southampton General Hospital

Job purpose: To oversee the day-to-day management of the containment level 3 suite of laboratories in the Faculty of Medicine, ensuring appropriate engineering controls and safe systems of work are in place. Ensuring users of the facility receive appropriate training and all work is compliant with legislative requirements for health, environmental protection, security and safety; as enforced by the HSE, DEFRA, Home Office, Hampshire Constabulary, and the Hampshire Fire & Rescue Service

## Key accountabilities and indicative time allocation:

1. **20%**

Formulate generic risk assessments and operating procedures for the microbiological containment facility, and ensure an appropriate code of practice is in place. Provide induction training for the use of the facility to ensure staff and students are appropriately trained. Monitor the implementation of university policies and procedures, to ensure that all legislative requirements are met, such that both human and environmental health are protected from the research work; bring to the attention of senior management non-compliances and corrective resolutions; and represent the CL3 Suite at H&S Forums/Committees in this respect.

1. **20%**

Develop and maintain a thorough understanding of the engineering of the LEV plants, integrated equipment, fixtures and alarm systems; acting as the competent person, be responsible for prioritising and organising a safe schedule of maintenance and servicing for the building fabrication and lab equipment; such that research time is maximised without risk to human or environmental health, and without compromise to the wellbeing of attending engineers

1. **20%**

Provide ad-hoc technical support for active research programmes, assisting in the maintenance and expansion of cultures as directed by the Faculty Technical Manager. Provide specialist technical advice, guidance and recommendations on technical issues, including the design, development and application of new and existing specialist techniques, equipment and/or procedures.

1. **10%**

Oversee equipment entry/removal; manage security and access control; undertake/assist the procurement of capital equipment and bulk consumables; evaluate quotes for lab refit modifications/repair, and contracts for equipment servicing; procure suitable domestic cleaning, hygiene and PPE resources; oversee the disposal of hazardous waste; troubleshoot equipment problems

1. **10%**

Maintain and develop a quality management system for the operation of the CL3 suite, ensuing adequate records are in place to meet regulatory requirements. Carry out regular inspections to ensure the facility and engineering systems are operating appropriately. Attend GM & Biological Risk Management and Health and Safety committee meetings.

1. **10%**

Oversee and manage the work of the CL3 Suite deputy to ensure they work safely and carry out routine laboratory maintenance and housekeeping.

1. **10%**

Any other duties as allocated by the line manager following consultation with the post holder.

Internal and external relationships:

Faculty Technical Manager

Faculty Core Technical Team

CL3 Suite users

University Biological Safety Adviser

Health and Safety Executive

Department for Environment, Food and Rural Affairs

Hampshire Constabulary

Hampshire Fire and Rescue

University Hospital Southampton and University of Southampton Security

Relevant suppliers and external contacts

Special requirements:

Ability to attend out-of-hours emergency callouts and security alarm activations.

# Person Specification – Skills and Competencies

All essential and desirable criteria outlined in this Person Specification will be assessed through a combination of recruitment application and CV, and where applicable numerical or written assessment.

**Knowledge, Experience and Qualifications**

Essential

* Substantial and authoritative practical knowledge and experience working at containment level 3, supported by general theoretical understanding of the regulatory requirements associated with the management of this type of facility.
* Experience preparing implementing and monitoring safe systems of work to comply with Health and Safety requirements.
* The required level of knowledge and understanding will normally have been gained through some or all of the following:
	+ Considerable work experience
	+ Vocational training
	+ Formal qualification(s) equivalent to Level 5 or 6 of the [Regulated Qualifications Framework](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) e.g. foundation degree or degree with honours, or Level 5 or 6 award, certificate, diploma, NVQ.
* Knowledge, experience and competence may also be evidenced through professional registration:

Desirable

* Experience managing biological containment laboratories.
* Experience establishing subculturing and, maintenance of mammalian cell cultures.
* Experience with microbial culture
* Biosafety Practitioner Level 1 - Institute of Safety in Technology and Research (ISTR) accredited.

**Teamwork and Communication**

Essential

* Delegates and/or collaborates effectively, understanding the strengths and weaknesses of colleagues.
* Works proactively with colleagues and other stakeholders, within and beyond the University, to achieve outcomes.
* Communicates effectively to develop understanding and achieve cooperation.
* Provides clear specialist advice, guidance and recommendations on complex issues.

Desirable

* Line management and appraisal experience.
* Experience liaising with estates and maintenance departments to manage laboratory repairs and improvements.

**Planning, Organisation and Resource Management**

Essential

* Plans and progresses a range of work activities within broad professional guidelines and established University policies and procedures.
* Formulates development plans to meet current skill requirements.

Desirable

* Experience working with quality management systems.

**Problem Solving and Initiative**

Essential

* Develops detailed understanding of long-standing and/or complex problems and applies professional knowledge and experience to resolve them.
* Demonstrates an awareness of principles and trends in a professional or specialist field and awareness of how this affects activities in the University.
* Ability to troubleshoot and manage routine laboratory equipment.

# Job Hazard Assessment

A full health clearance is required for this role where any hazards marked “**^**”, using the agreed Occupational Health referral template [available from here](https://sotonac.sharepoint.com/teams/HealthWellbeing/SitePages/Occupational-Health.aspx). Where a full health clearance is required, this will apply to all role holders, including existing members of staff.

## Physical Environment

Working outside **^** Not applicable

Exposure to noise levels >80dbA **^** Not applicable

Working with dust or fumes **^** Occasionally <30% Time

Working with skin irritants **^** Occasionally <30% Time

Working with chemicals (industrial or cleaning) **^** Frequently 30-60% Time

Working in a confined space **^** Not applicable

Working at height **^** Not applicable

Working with sewage **^** Not applicable

Contact with cytotoxins **^** Not applicable

Exposure Prone Procedure (EPP) work **^** Not applicable

Contact with clinical specimens or pathology work **^**  Occasionally <30% Time

Direct patient care or patient contact Not applicable

Exposure to temperature extremes Not applicable

Frequent hand washing Frequently 30-60% Time

Ionising radiation Not applicable

## Psychological and Social Environment

Working shifts **^** Not applicable

Working nights **^** Not applicable

Lone working Occasionally <30% Time

Working with children Not applicable

Exposure to persons with challenging behaviourNot applicable

Working with larger groups Not applicable

## Equipment, Tools and Machines

Working with vibrating machinery or tools **^** Not applicable

Driving duties e.g. LGV, PCVs, forklift trucks **^** Not applicable

Food handling Not applicable

Contact with latexNot applicable

## Physical Abilities

Prolonged physical movements or actions e.g. walking **^** Frequently 30-60% Time

Prolonged Standing or Sitting **^** Frequently 30-60% Time

Moving or handling heavy loads **^** Occasionally <30% Time

Repetitive pulling or pushing **^** Occasionally <30% Time

Repetitive climbing (steps, stools, ladders, stairs) **^** Occasionally <30% Time

Repetitive crouching, kneeling or stooping Occasionally <30% Time

Repetitive lifting Occasionally <30% Time

Fine motor grips (e.g. pipetting) Occasionally <30% Time

Repetitive reaching below shoulder height Occasionally <30% Time

Repetitive reaching at shoulder height Occasionally <30% Time

Repetitive reaching above shoulder height Occasionally <30% Time

# Behaviours

Our [Inclusion and Respectful Behaviour Policy](https://www.southampton.ac.uk/about/governance/regulations-policies/policies/inclusion-respectful-behaviour) describes the expectations of everyone who is a part of our community.

Our **Southampton Behaviours** (below) outline the responsibilities we each have in working collaboratively to achieve our university strategy.

**Personal Leadership**

 - I take personal responsibility for my own actions and an active approach towards my development.

 - I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly.

 - I demonstrate pride, passion and enthusiasm for our University community.

 - I demonstrate respect and build trust with an open and honest approach.

**Working Together**

 - I work collaboratively and build productive relationships across our University and beyond.

 - I actively listen to others and communicate clearly and appropriately with everyone.

 - I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish.

 - I proactively work through challenge and conflict, considering others’ views to achieve positive and productive outcomes.

**Developing Others**

 - I help to create an environment that engages and motivates others.

 - I take time to support and enable people to be the best they can be.

 - I recognise and value others’ achievements, give praise and celebrate their success.

 - I deliver balanced feedback to enable others to improve their contribution.

**Delivering Quality**

 - I identify opportunities and take action to make improvements.

 - I plan and prioritise efficiently and effectively, taking account of people, processes and resources.

 - I am accountable for tackling issues, making difficult decisions and seeing them through to their conclusion.

 - I encourage creativity and innovation in others, to deliver workable solutions.

**Driving Sustainability**

 - I consider the impact on people before taking decisions or actions that may affect them.

 - I embrace, enable and embed change effectively.

 - I regularly take account of external and internal factors, assessing the need for change, and gaining support to move forward.

 - I take time to understand our University strategy and communicate this to others.