

JOB DESCRIPTION		
SPECIFIC JOB TITLE	Laboratory Compliance Manager and Health and Safety Advisor	
GENERIC ROLE TITLE	BUSINESS SPECIALIST/ADVISER	
LEVEL/GRADE	D	
JOB FAMILY	BUSINESS SUPPORT	
CONTRACT TYPE	PERMANENT	
HOURS	37	
REPORTS TO	Operations Manager, North Wyke (with dotted reporting line to Head of Health, Safety and Biosafety)	
DEPARTMENT	Operations	
LOCATION	North Wyke	
DATE	December 2025	
OVERVIEW OF ROLE/JOB PURPOSE		
<p>The North Wyke site advances sustainable livestock and arable research and is home to the North Wyke Farm Platform—a globally recognised facility investigating the co-benefits and trade-offs of different farming systems. As the Laboratory Compliance Manager and Health &amp; Safety Advisor, you will enable safe, compliant, and high-quality research across a <b>suite of shared laboratory spaces</b> used by staff, students, visiting researchers, and other site users. You will lead the laboratory compliance and ensure adherence to health, safety, biosafety, and quality standards within these multiuser environments.</p> <p>You will oversee day-to-day compliance in the shared laboratories, working closely with technicians and scientists to provide expert guidance on safe systems of work, inductions and access control, risk assessments, SOPs, and quality control processes. Acting as primary point for Health &amp; Safety across the North Wyke Estates and associated facilities, partnering with and supported by colleagues in the established Health, Safety, Biosafety and Quality team you will implement, and monitor Institute policies, procedures, and codes of practice—ensuring compliance with relevant legislation and licence conditions. You will conduct safety audits and incident investigations, identify non-compliance, and implement preventative and protective measures, while delivering clear, practical advice and training to staff, research students, visiting researchers, and other site users.</p> <p>Given the shared nature of these facilities, you will also coordinate standards for <b>housekeeping, shared equipment, chemical/biological management, and waste streams</b>, and support scheduling/usage protocols to minimise risk and maintain orderly, compliant operations across user groups.</p> <p>This role requires a high degree of autonomy, resourcefulness, and proactive leadership, working collegially with others.</p> <p>The role holder will carry out the duties described above—and any other reasonable duties required by the line manager or Institute—commensurate with the grade and level of responsibility.</p>		
MAIN DUTIES OF ROLE		
Generic Outputs	Description of Outputs	Description of Job Specific Duties
BUSINESS SERVICE DELIVERY	Smooth and efficient running of own work area, including application of specialist knowledge to solve non-routine problems, develop new systems, policies and procedures, generate reports and prepare management information	<ul style="list-style-type: none"><li>Oversee day-to-day laboratory operations and compliance across the NW site, including equipment maintenance, calibration, and procurement of shared equipment.</li><li>Manage and Audit usage records, cleaning and de-contamination records for shared plant, equipment and safety systems (i.e. LEV and safety cabinets)</li><li>Manage inventory of chemicals, gases, consumables, and reagents, ensuring proper storage and documentation.</li></ul>

		<ul style="list-style-type: none"> <li>• Act as the primary point of contact for compliance within the laboratories and associated facilities.</li> <li>• Act as the primary point of contact for Health &amp; Safety across the North Wyke Estates and associated facilities.</li> <li>• Develop, implement, and review risk assessments, COSHH assessments, and safe operating procedures.</li> <li>• Troubleshoot basic technical issues and coordinate services and repairs of shared equipment.</li> <li>• Implement and monitor health and safety protocols, ensuring the effective communication to staff, students and visiting researchers across the North Wyke site and through gathering information through site routine inspection and audit, investigating any incidences of non-compliance.</li> <li>• Maintain quality control systems and ensure compliance with institutional and regulatory standards.</li> <li>• Obtain, rescind and monitor licences for work with controlled materials.</li> <li>• Maintain laboratory risk registers</li> <li>• Implement controls and/or provide assistance/guidance for high-risk processes; monitor effectiveness.</li> </ul>
<b>FINANCE AND RESOURCE MANAGEMENT</b>	Monitoring of allocated budgets, contributing to resource planning	<ul style="list-style-type: none"> <li>• Undertake procurement of Lab chemicals &amp; consumables items as instructed by the Operations Manager, Science Director or Head of Health, Safety and Biosafety.</li> <li>• Manage lab consumables and health &amp; safety budgets</li> <li>• Work with the Science Director and Operations Manager to coordinate contributions to capital grant submissions – linking with such submissions from the Harpenden site where needed.</li> </ul>
<b>WORKING WITH OTHERS</b>	Building relationships with customers, colleagues and external contacts, raising profile of team/work-unit and provision of specialist advice on all aspects	<ul style="list-style-type: none"> <li>• Work collaboratively with the Facilities team on relevant projects, taking the lead where expertise is relevant.</li> <li>• Work with relevant safety and biosafety committee members on completion of tasks.</li> <li>• Work with other nominated Departmental Safety Advisors to enlarge their influence, chair local DSAC meetings and report into Health &amp; Safety Committee meetings.</li> <li>• Ensure research activities comply with biosecurity requirements for importing and exporting biological materials, maintain accurate records and risk assessments, and ensure all samples meet Nagoya Protocol standards— seeking guidance from the Biosecurity Officer.</li> <li>• Deliver Health and Safety and Biosafety inductions and training for all relevant staff, students and visitors. Standardise</li> </ul>

		this training by delivery and contribution to the existing library of in-house courses.
<b>LEADERSHIP AND MANAGEMENT</b>	Managing a business support team and/or ensuring performance and quality standards in terms of service provided	<ul style="list-style-type: none"> <li>• Work autonomously and prioritise own tasks and workload.</li> <li>• Manage and lead compliance of shared lab facilities across estate</li> </ul>
<b>CONTINUING PROFESSIONAL DEVELOPMENT</b>	Expanding knowledge base/skill set via both planned and ad hoc learning opportunities and encouraging own self-reflection through activities such as mentoring/ coaching/critical career reviews and promoting knowledge sharing among others	<ul style="list-style-type: none"> <li>• Continue Professional development with IOSH or NEBOSH by undertaking relevant training.</li> <li>• Keep up to date with changes in legislation and technology and distribute this information to relevant parties.</li> <li>• Continue professional development by undertaking all other relevant biosafety and health and safety specific training</li> </ul>

PERSON SPECIFICATION AND SHORTLISTING CRITERIA*				
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<b>GENERIC ROLE TITLE</b>	BUSINESS SPECIALIST/ADVISER			
<b>LEVEL/GRADE</b>	D			
<b>JOB FAMILY</b>	BUSINESS SUPPORT			
<b>CONTRACT TYPE</b>	Permanent			
<b>HOURS</b>	37			
<b>REPORTS TO</b>	Operations Manager, North Wyke (with dotted reporting line to Head of Health, Safety and Biosafety)			
<b>DEPARTMENT</b>	Operations			
<b>LOCATION</b>	North Wyke			
EDUCATION/QUALIFICATIONS		Essential	Desirable	How Tested?**
1.	A bachelor's degree in a scientific discipline or equivalent	√		AF
2.	Recognised qualification in health and safety or equivalent experience	√		AF
EXPERIENCE/KNOWLEDGE/SKILLS		Essential	Desirable	How Tested?**
1.	Proven experience working in a laboratory environment or equivalent	√		IV
2.	Proven experience in Quality system design & maintenance		√	IV
3.	Experience working with chemicals, laboratory gases and undertaking associated Risk assessments, method statements, COSHH and SOP's	√		AF
4.	Well-developed understanding of regulations, procedures and quality standards relative to the function, and implications of non-compliance on other users	√		IV
5.	Evidence of engagement in continuous professional development activities in order to keep knowledge base and skills up to date and develop them further		√	IV
6.	Experience of working with relevant specialised equipment, software or procedures	√		AF
7.	Proven communication, presentation and interpersonal skills	√		IV
8.	Financial experience sufficient to manage budgets	√		AF/IV
9.	Advanced technical expertise in area(s) of specialism		√	IV

## COMPETENCIES

- Strategic scientific and commercial thinking and implementation
- Innovation and problem solving
- Relating positively to others
- Teamwork and collaboration
- Leadership and management
- Developing self and others to deliver excellence
- Communicating and influencing

\* Minimum requirements of the post and how they will be assessed

\*\* Evidence of criteria will be established from: **AF** (application form), **IV** (interview), **Test** (skills test/prepared question/presentation), **Cert** (certificated checked by interview