

# Laboratory Testing Manager

## Grade: 10

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

#### **Directorate Purpose**

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the Council's Economy, Infrastructure and Skills directorate (EI&S). The vision for EI&S is to help Staffordshire's economy grow, so that everyone has the opportunity of a good

job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

### **Service Purpose**

The Highways & Built County team is a multi-disciplinary team whose purpose is to manage, maintain and sustainably improve Staffordshire's Built Environment so that amongst other things it is safe, accessible, functions well, promotes inward investment and economic growth, and supports social cohesion and healthy lifestyle choices.

This will be achieved by:

- Keeping the network in the best condition possible with resources available using asset management to enable the lowest whole life cost of asset ownership.
- Supporting Staffordshire's economy to grow, generating more and better-paid jobs ensuring that work on the highway is of the required quality.
- Improving customer satisfaction with Staffordshire County Council and enhance its reputation.
- Ensuring that highway information required to manage and maintain the network and support asset management decisions is available, is held in the best place is accurate and of the required quality.
- Taking action to reduce waste generation, re-use resources where possible, reduce energy use, increase sustainable travel, adapt to climate change already taking place and for the future.
- Keeping the network safe for all users, improving network resilience and availability, providing a freer flowing network, supporting events on the highway and where issues do occur, efficiently and effectively administering claims.
- Keeping people safe from harm, empowering people to deliver and grow, innovate, share knowledge and best practice.

### **Role Purpose:**

Laboratory Testing Manager 82360077/G10/CAS

The Laboratory Testing Manager will support the Laboratory Manager and manage the Highways laboratory team in the delivery of highway materials testing, air quality testing and ensuring UKAS accreditation is maintained. Providing advice and guidance on specifications, materials and construction processes as required to ensure that highway works are consistently carried out to a high standard and are durable.

### **Reporting Relationships**

**Responsible to: Highways Laboratory Manager.**

**Responsible for: Senior Laboratory and Laboratory Technicians.**

### **Key Accountabilities:**

1. A member of the Highways Laboratory team, supporting the daily management of the team by working with the Highways Laboratory Manager to ensure consistent work practices in line with approved policies and procedures.
2. Proactive team member who delivers a customer focused, modern professional service, challenging work practices as required and playing their part in a healthy and high performing team.
3. Organising the development and technical training of staff to ensure competency and consistency.
4. Supporting the development and implementation of a best practice framework for functional level service commissioning and for contract and performance management. Ensuring that strategic and political priorities are delivered through annual and long-term budgets, and that the Highways Laboratories services meet the needs of its stakeholders and customers.
5. Establish, develop and maintain relevant contacts and stakeholder relationships to enable effective regional working, and to ensure the Staffordshire's voice is heard in the context of developing strategies and policies relevant to the business area.

6. Respond to all matters relating to highways testing, maintaining effective stakeholder and customer relationships through engagement, consultation and communication.
7. Support the implementation of innovative solutions by challenging convention and using avenues into national and professional groups and bodies to position Staffordshire as a best-in-class highways laboratory service.
8. Provide technical expertise and management of the Council's duties and activities to successfully deliver programmes of testing, ensuring contract compliance, quality and value for money are achieved.
9. Monitor all related budgets and funding to meet financial and procurement requirements. Preparing bids, quotations, and charges, and assisting with invoicing and the control of budgets.
10. Support the management and implementation of health and safety, environmental and quality management controls to ensure compliance with legislation, Council policies and best practice.
11. Ensure work is delivered to the required standard in accordance with policies, specifications, programmes and budgets, and that the strategic aims of the Council are achieved.
12. Support the development of Highways Laboratory policies and practices that deliver local and national strategic objectives and manage their effective implementation.
13. Undertake continuing professional development and acquire new skills, being prepared to undertake further training as and when required.
14. Available to work outside normal working hours on occasion to meet business need which may include inspection on site and attending site meetings.

## **Other Information**

Lifting the occasional heavy load may be required when undertaking the accountabilities of the post (reasonable adjustments will be considered for disabled people).

The post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role within Staffordshire, with occasional regional and national travel.

## **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

### **People Management**

Engaging with People Management policies and processes

### **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

### **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.





### **Safeguarding**



Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application  
I = Assessed at Interview  
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>Educated to Level 6 (e.g. degree level) in a technical subject and/or proven experience in a relevant discipline e.g. highway materials testing.</li> <li>Membership of an appropriate professional body.</li> </ul>	<p>A/I</p> <p>A/I</p>
  	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>Significant experience in the testing of soils, concrete, bituminous and other constructional materials.</li> <li>Significant experience of site investigations and in-situ testing of soils and other materials.</li> <li>Demonstrable experience of managing a team.</li> <li>Demonstrable understanding and management of customer and public interfaces.</li> <li>Demonstrable experience of contract and performance management with providers to deliver services.</li> <li>Demonstrable experience of working with parish and district councils, elected members, community groups, businesses and other organisations.</li> <li>Ability to develop and maintain partnerships to support ongoing service delivery.</li> <li>Demonstrable experience in working in multi-disciplinary team.</li> <li>Demonstrable political awareness.</li> </ul>	<p>A/I/T</p> <p>A/I/T</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Persuasion and negotiation skills.</li> <li>Financial and budgetary skills.</li> </ul>	<p>A/I</p> <p>A/I</p>

  	<ul style="list-style-type: none"> <li>• Analytical skills with good attention to detail.</li> <li>• Planning, organising and coordinating skills.</li> <li>• Written, verbal and digital communication skills, with the ability to pitch communications at an appropriate level to the target audience.</li> <li>• Inclusive approach to stakeholder engagement and service delivery.</li> <li>• Computer literate with ability to use Microsoft 365.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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Where an applicant meets the Disability Confident scheme criteria indicated by the symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Jobcentre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please contact the Talent & Resourcing Team on 01785 278300