

## JOB DESCRIPTION

<b>Job Title:</b>	Lancashire Forensic Science Academy (LFSA) Manager
<b>School/Service:</b>	Faculty of Science and Technology
<b>Grade:</b>	Grade J
<b>Responsible to:</b>	Executive Dean, Faculty of Science and Technology
<b>Responsible for:</b>	Operational Management of the Lancashire Forensic Science Academy

### Job Purpose:

The leadership for the Academy to ensure the delivery of the academy's objectives in line with the delivery plan agreed by the LFSA Strategy Group. This will also involve the opportunity to contribute to the vision and strategy for the Academy, enhancing its profile and reputation.

This will include the achievement of excellent quality and performance standards, contributing to the development and implementation of policies and practices to ensure effective deployment of resources and ensuring an excellent student experience.

### Main Duties and Responsibilities:

1. To provide leadership for, and effective and efficient operational management of the resources, including staffing, and quality assurance of the Academy to enable it to maximise its outputs.
2. To lead and coordinate initiatives that further enhance the distinctive attributes of the academy with special emphasis on external network activity, branding and marketing.
3. To lead and coordinate student placements within the LFSA throughout the calendar year, both the CSIs and in the laboratories and to be the main point of contact for students when on placement at Hutton.
4. To lead and coordinate the development of a wide range of continuing professional development courses, suitable for a wide audience, both in the UK and internationally with the main aim of income generation.
5. To lead and coordinate the development of interdisciplinary research activities within the context of the academy's current and future priority areas, including income generation, and the production of policy, protocol and peer reviewed outputs.
6. To liaise with key stakeholders to ensure that activities are innovative and meet current and emerging sector needs such as changes to legislation, technical and scientific developments, national guidelines and potential future demands.
7. To liaise with staff and students across UCLan and Lancashire Constabulary to deliver the activities as set out by the LFSA Strategy Group.
8. To develop an on-going system of evaluation and develop policies and documentation such as management reports, statistics, lists and general information as requested.
9. Implement and maintain the appropriate quality management systems, health and safety policy and appropriate risk assessments.
10. To promote a supportive, solution-focussed environment for all the activities of the Academy.
11. Representing, where appropriate, the Academy's interests, with the University of Central Lancashire, Lancashire Constabulary and externally at national and international levels.
12. To undertake other activities as determined by the Executive Dean.

Signed:

Date:

# PERSON SPECIFICATION

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Attributes	Essential	Desirable	Measured By
<b>Work Experience</b>	A record of successful leadership and management in a forensic science related area.	Experience of delivering innovative solutions	Application/ Interview.
	Laboratory experience, familiarity with use of laboratory equipment	Experience of the development of strategy	Application/ Interview.
	Working, successfully, in interdisciplinary teams	Delivery of research, knowledge transfer and consultancy	Application/ Interview.
	Experience of effective and efficient operational management of resources, including staffing.	Experience of working with professional bodies and/or relevant sector skills council	Application/ Interview.
	Working with outside bodies and/or employers relevant to the Academy	International experience and / or understanding of international market/developments in relevant areas	Application/ Interview.
	Building and sustaining internal and external relationships		Application/ Interview.
	Ability to lead a change management agenda and to embrace new ways of working		Application/ Interview.
<b>Education/ Qualifications</b>	First degree in a relevant discipline, e.g. biology or chemistry <b>or</b> equivalent experience in a forensic science environment	Doctorate / Higher Degree or equivalent professional qualifications / experience	Application.
		Membership of the Chartered Society of Forensic Sciences	Application.
<b>Skills/ Abilities</b>	Leadership, organisational and project planning skills		Application/ Interview.
	Self-motivated, self-reliant, proactive and able to lead a team		Application/ Interview.
	Understanding of issues affecting HE and the Forensic Science sector.		Application/ Interview.
	Ability to operate in a structured, complex and challenging environment		Application/ Interview.
	Strong communication skills in verbal and written form and ability to generate clear and concise documentation		Application/ Interview.

	Ability to identify new opportunities and develop creative and innovative solutions		Application/ Interview.
<b>Other</b>	Ability to work evenings and weekends in support of events.		Application/ Interview.
	Ability to meet and maintain the necessary vetting requirements		Application/ Interview.
	An understanding of and commitment to the University's values as a framework for decisions, actions and behaviours.		Application/ Interview.