

Manager – Design Assurance



Department: Device Development

Reports To: Director Device Development

Location: Cambridge

Band: C

Level: M1

Why

Job Summary: (1 or 2 key points as to why the job exists)

- Overall responsibility for the management of the Device Development laboratories, ensuring that all lab-related activities are continuously improved.
- Managing the day to day activities of staff, providing guidance and coaching, and scientific leadership towards specific project objectives
- Department lead for elements of project

What

Principal Accountabilities: (up to 10 points stating what the job covers)

Influence and Stakeholder Management

- Lead a group of staff conducting a wide range of laboratory, process and/or engineering activities, balancing priorities across a number projects.
- Provide line management support and coaching for reports, including performance development reviews.
- Lead problem solving activities using appropriate techniques and devise courses of action.

Planning & Strategy

- Oversee planning and execution of activities in the device laboratories.
- Accountable for all practical aspects of running of the laboratory areas
- Identifies and manages external suppliers of equipment and services as required

Implementation

- Generation, review and approval of technical protocols and reports and other documentation.
- Apply a high level of technical knowledge to a wide range of scientific / engineering / manufacturing activities.
- Scientific / engineering leadership for aspects of a project including verification test planning and reporting.
- Ensure compliance to quality and health and safety requirements for areas of work and the work of reports.
- Drive quality, productivity and efficiency standards.

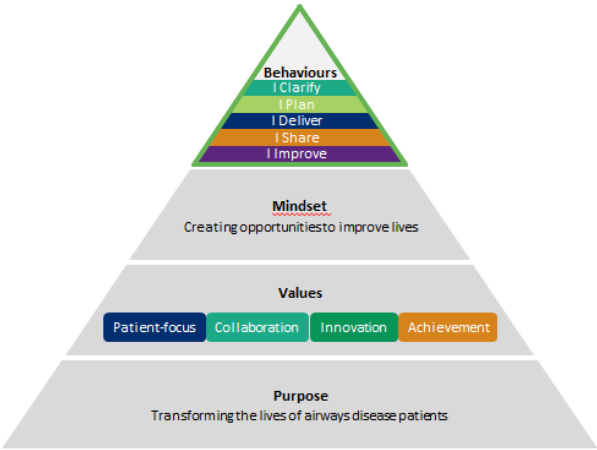
Scope and Scale

- Accountable for own performance and the results of the team, identifying and mitigating risks, dealing promptly with any risks and issues
- Accountable for the timely implementation of work package(s) within device project(s)

*Job Descriptions only reflect 80% of a role, and are not an exhaustive list of duties.
You are expected to carry out other activities that are within the scope of the role.*

Career Track Descriptor:

- Manages the daily activities of professionals and technicians
- Sets priorities for the team to ensure task completion; coordinates work activities with other Managers/Team Leaders.
- Applies operational business practices and coordinates with other closely related areas to improve efficiency.
- Uses judgement to identify, troubleshoot and resolve day-to day technical and operational problems.
- Decisions are guided by policies, procedures and the local business plan; receives guidance and oversight from manager on complex issues.
- Explains information, conveys performance expectations and handles sensitive issues.

How	Our culture	Our behaviours
		<p>I clarify, by asking appropriate questions, setting clear priorities, demonstrating openness to new ideas and adapting the way I communicate to make sure I'm understood.</p> <p>I plan, by creating clear actions, considering past learnings, identifying key milestones and stakeholders and revising the plan to address risks and opportunities.</p> <p>I deliver, by agreeing defined dates and times for my commitments, completing tasks on time to the required standard, adapting to unforeseen circumstances and helping others to achieve our goals.</p> <p>I share, by considering the needs of others in how I communicate, explaining the reasons behind my decisions, testing and challenging and sharing my learnings for the benefit of others.</p> <p>I improve, by giving and seeking constructive feedback, taking actions from the feedback received and seeking out opportunities to learn.</p>

Context	Interfaces:		
	<u>Internal</u> <ul style="list-style-type: none"> • Across departments and project teams 	<u>External</u> <ul style="list-style-type: none"> • Suppliers, contractors, partner organisations 	
	Scope: <u>Financial</u> (impact/budget) <ul style="list-style-type: none"> • Budget sign off up to £3k. 	<u>People</u> (Direct/Indirectly Manage) <ul style="list-style-type: none"> • Line management of a team of Engineers and Technicians 	<u>Resources</u> (Equipment/Facilities) <ul style="list-style-type: none"> • Management of technical laboratories including associated equipment
	Environment: <u>Work</u> (Office, Home ...) <ul style="list-style-type: none"> • Primarily office based but with some laboratory work 	<u>Travel</u> (% of time away from prime site) <ul style="list-style-type: none"> • <10% 	<u>Hours</u> (Office, Shift, etc) <ul style="list-style-type: none"> • 37 per week Monday to Friday
Education & Experience	<ul style="list-style-type: none"> • Preferable first engineering degree or equivalent in relevant subject • Proven experience in relevant area of core expertise and a broad understanding of the industry and regulations • Experience in cross-functional teams and project matrix structures • Demonstrable experience in managing teams, especially laboratory (working plans, resources, training) 		