

Job Profile

Job Description

| Job Details | | |
|---------------------------------|---|-----------|
| Job Title: | Dental Clinical Skills Laboratory Manager | |
| School/Dept/Institute & Centre: | Institute of Dentistry | |
| Reports to: | Lead Technical Skills Manager | |
| Grade: | 4 | Full Time |
| Appointment period: | Indefinite | |
| Current Location: | Whitechapel Campus | |

Job Context

The Institute of Dentistry, Dental Clinical Skills Laboratory is a modern teaching environment with 72 'state of the art' dental simulators, (mannequins which give students the opportunity to practice their dentistry techniques in conditions which most closely simulate real life). This Laboratory provides an invaluable resource for education, where both dental undergraduates/postgraduates and dental therapy students learn and practice practical dental skills before working on patients.

Job Purpose

The Dental Clinical Skills Laboratory Manager will be responsible for the smooth operation of the Dental Clinical Skills Laboratory, providing comprehensive teaching and technical support to staff and students within the Institute of Dentistry and effectively managing a small team of laboratory assistants, so as to contribute to an outstanding student learning experience.

The post holder will be expected to work as part of Institute's Professional/technical team, being mutually supportive and covering duties as necessary during colleagues' absences and at times of additional pressure, as directed.

Main Duties & Responsibilities

- In conjunction with the Dental Clinical Skills Laboratory staff and Dental Skills Laboratory Technical staff, to provide comprehensive support and assistance for the teaching of undergraduate students, postgraduate students and dentists attending continuing professional development courses, by providing technical and other assistance within the laboratory.
- The following specific duties under the direction of the Lead Technical Skills Manager:
- Directly manage the Dental Clinical Skills staff; this will incorporate day-to-day supervision, motivation and development of the staff, including work allocation, cover rotas, appraisals and objective setting, monitoring performance and time keeping.
- To be responsible for the quality of the laboratory services within the Dental Clinical Skills lab to ensure that all users receive an excellent experience. As such duties will include:
- Overseeing, and contributing to, the set-up of practical classes and field courses for undergraduate students, DCP students, postgraduate students and Continuing Professional Development courses for dental practitioners. This includes the preparation and ordering of relevant materials, apparatus, chemicals etc.

Main Duties & Responsibilities

- Support for postgraduate students undertaking project work in the research laboratories. Dealing with general requirements, problem solving and assisting in the care and use of apparatus and equipment.
- Being a primary point of contact for external bodies wishing to utilise IoD facilities for the delivery of multi-professional development programmes and facilitating opportunities for growth in this area.
- Demonstrate to students the mixing of different dental materials for dental cavities, and different instruments used for procedures.
- Ensure that all laboratory duties are carried out in line with College and NHS guidelines (e.g. Infection control, cleaning, labelling, electrical safety etc.).
- Responsible for stock control and procurement of consumables and equipment related to the Dental Clinical Skills Lab; including seeking cost savings, raising purchase orders, processing payments, dealing with invoice and delivery anomalies and maintaining accurate financial records in line with the College's Financial Regulations.
- Ensure the highest standards of laboratory practice in line with Institute/School/College policy and adherence to Health and Safety regulations.
- To attend and actively participate in local team meetings as required, as well as those of other relevant Institute/School College committees/boards, as agreed with the Lead Technical Skills Manager or Institute Management team.
- To assist with other activities as determined from time to time by the Lead Technical Skills Manager or Institute Management team, as part of an overall team approach to educational management, organisation and delivery. This may include undertaking work associated with the Dental Technology Laboratory from time to time.
- To undertake any staff development or training needs required in order that the objectives of the post are met.
- To carry out responsibilities with due regard to the College's Equal Opportunities and Health and Safety Policies.
- To ensure compliance with the College's/Trust's policies and procedures in relation to confidentiality, health and safety at work, COSHH regulations, infection control, safe handling of drugs, and all local safety rules regarding fire, chemical, radioisotope and gene manipulation hazards.
- To monitor standards to ensure compliance with the Human Tissue Act
- Provide advice and problem resolution to a variety of staff, students and external users.
- The clinical skills laboratory will often host multi-level/discipline programmes simultaneously; the post holder with therefore use forward planning and goal-setting to ensure that the laboratory preparations proceed to plan in order to accommodate this both efficiently and effectively.
- The post holder will work closely with technical and professional staff in the Dental Technology laboratory to share best practice and problem-solve to drive efficiency and the ongoing improvement of the student experience.
- The post holder will prioritise their own workload and that of the Dental Clinical Skills staff, with regards to ensuring that the laboratory, standards, preparation and support is congruent with user expectations.

Main Duties & Responsibilities

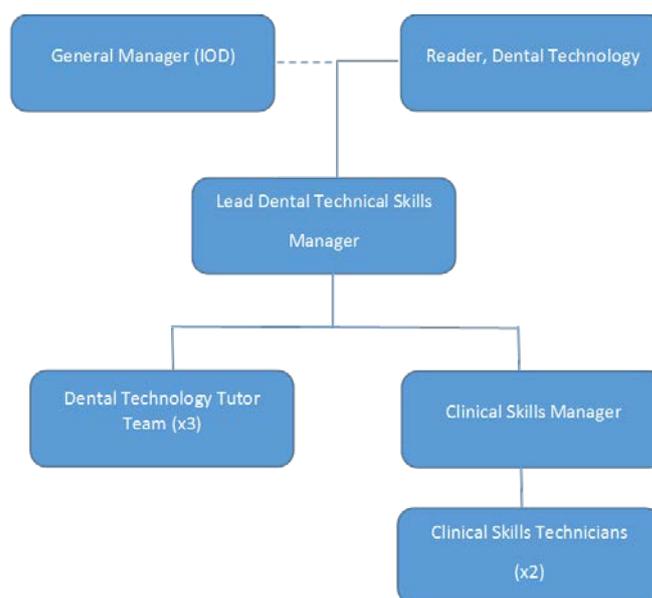
- Develop, follow and maintain systems to enable effective and efficient laboratory management.
- To recommend future equipment requirements, evaluating new equipment for potential purchase and deciding on which suppliers to deal with when re-sourcing equipment and materials needed for teaching.
- Provision of professional and technical advice by reference to own expertise, knowledge and training.
- Work with the Dental Clinical Skills staff and Dental Skills Laboratory Technical staff to maintain full laboratory support.
- Work with the Academic and Technical Leads in relation to adherence to laboratory practices.
- Provide technical support to the Senior Management, academic staff, research, technical and administrative staff, postgraduate and undergraduate students within the Department / Institute / Centre.
- Maintain a constructive working relationship with the Faculty's Health and Safety representatives.
- Provide a key point of contact for external clients; for example, the Deanery who may wish to utilise the laboratory facilities to deliver MPE programmes.
- Maintain a continuing dialogue with suppliers of equipment and materials and develop new contacts to enable the School to purchase "State of the Art" equipment and materials at a reasonable price.
- Manage the work experience programme for sixth formers prior to them doing GCSE A Levels.
- Support for NHS colleagues including Foundation Year Trainers.
- Has budgetary responsibility with stock control.
- Responsible for equipment and stock to value of > £300,000
- The post holder will independently lead and manage the activity of a team of Dental Clinical Skills staff, encouraging a mutually supportive team environment ensuring provision of cross-cover during periods of increased demand or sickness and annual leave cover.
- To deal with disciplinary and grievance matters in the first instance in relation to technical staff in the Clinical Skills Laboratory and to be responsible for referring matters to senior management where necessary/appropriate.
- Has supervision of trainee dental nurses/technical staff seconded to the laboratory from time to time.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Main Duties & Responsibilities

Organisation Chart



This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

| | Requirements | Essential / Desirable | How Assessed |
|---|--|-----------------------|--------------|
| Qualifications | Undergraduate Degree or significant relevant vocational experience in a similar environment | (E) | A |
| | Further education qualifications in a medical/dental discipline (e.g. dental nurse/hygienist/technician) | (D) | A |
| Experience | Relevant experience in a laboratory environment (can include experience during education) | (E) | A/I |
| | Experience of work and application in a dental environment | (E) | A/I |
| | Setting up and reviewing administrative systems and procedures | (E) | I |
| | Experience of managing staff | (E) | I |
| | Experience of financial administration and budget management | (D) | A/I |
| | Experience of working in Higher Education, the NHS or related sectors | (D) | A/I |
| Knowledge, Skills | Knowledge of and familiarity with clinical consumables and clinical equipment and ability to offer informed and reliable professional advice on such matters to staff, students and external laboratory users. | (E) | I |
| | Knowledge of equipment and set up required for various routine dental procedures | (E) | I |
| | Good knowledge of Health and Safety in the laboratory environment and ability to work safely with potentially hazardous material. | (E) | I |
| | Excellent time management skills | (E) | I |
| | Good organisational skills and ability to balance competing pressures, deadlines and demands. | (E) | I |
| | Good IT skills, including spreadsheets, email, word processing and databases (Microsoft Office) | (E) | A |
| | Good written skills, verbal and numeracy skills | (E) | A |
| | Ability to prioritise a varied workload and plan ahead to meet deadlines, with minimal supervision | (E) | I |
| | Ability to analyse issues and offer informed and reliable professional advice | (E) | I |
| | Ability to communicate effectively at all levels and through various means | (E) | I |
| | Efficient stock control | (D) | I |
| Ability to understand concepts in education | (D) | I | |

Job Profile Person Specification

| Requirements | | Essential / Desirable | How Assessed |
|-----------------------------------|--|-----------------------|--------------|
| Attitude & disposition | Able to work unsupervised and exercise initiative | (E) | I |
| | Flexible and co-operative | (E) | I |
| | Excellent interpersonal skills, with the ability to develop and maintain positive, effective working relationships with colleagues and external contacts | (E) | I |
| | A professional approach to work and a commitment to seeing tasks through to completion | (E) | I |

Essential/Desirable:

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.

How Assessed:

A = Application

I = Interview

OM = Other Means (e.g. presentation, test, etc.)