Queen Mary
University of London



Job pack

Message from the President and Principal



Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

qmul.ac.uk

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- Season ticket loan scheme
- Pension scheme
- Reward and recognition schemes
- Staff Networks
- Cycle to work scheme
- Qmotion sport fitness centre
- Employee Assistance Programme
- Family friendly policies
- Flexible working practices

Job description

Job details	
Job title	Deputy Containment level 3 & Biosafety Manager
School/Dept/Institute Centre/Faculty	Blizard Institute, Faculty of Medicine and Dentistry
Reports to	Containment level 3 & Biosafety Manager
Grade and salary	Grade 5: £45,174 -£ 52,790 per annum
Hours per week	Full-time
Appointment period	Indefinite
Current location	Whitechapel
Work activity type	Technical Services

About Queen Mary University of London

Ranked joint 7th in the UK for the quality of its research in the 2021 Research Excellence Framework, Queen Mary University of London, is one of the UK's leading research-intensive higher education institutions, delivering world class education and knowledge transfer across a wide range of subjects in the Humanities and Social Sciences, Medicine & Dentistry and Science & Engineering.

About The Faculty of Medicine and Dentistry

The Faculty of Medicine and Dentistry offers international excellence in research and teaching and supports clinical service for a population of unrivalled ethnic diversity in East London and the wider Thames Gateway. At the forefront of medical research and education, with research themes in cancer, cardiovascular medicine, inflammation, trauma and population health. Queen Mary is in the top 10 universities in the UK for medicine and dentistry and 7th in the world for research citations for medicine in the QS World University Rankings by Subject 2025. In the Complete University Guide 2026, we are ranked first in London for dentistry and second in London for medicine.

Working with six NHS Trust partners in East London, the Faculty is central to delivering impact on health-related challenges for local and global populations; it has a strong commitment to public engagement through its pioneering science education centre in Whitechapel, The Centre of the Cell. The Faculty is firmly embedded in our East End and global communities, and through education and research we are committed to improving the health outcomes, the wellbeing, and the prosperity of those we serve through a strategy focused on Better Health for All.

Job context

The Faculty of Medicine and Dentistry (FMD) is a significant constituent of Queen Mary University of London. It is organised into 6 separate Institutes, of which the Blizard Institute is one of the largest, with personnel of c400, financial turnover of c£45 million per annum; and research expenditure of over c£12 million per annum.

The Institute is organised into 5 separate Centres, which though complementary and following the Institute strategic plan, also have Centre-specific objectives and requirements.

In addition to the usual academic staff of a university, the Institute also employs a significant number of clinical academic staff who are intrinsic to the delivery of clinical practice, primarily within Barts Health NHS Trust, but also in other NHS Trusts (e.g. Homerton). This clinical dimension adds a significant degree of complexity, bringing with it, for example, a requirement to understand NHS workings, clinical

career and training paths and GMC/medical Royal Colleges/DoH regulations and requirements in the employment and training of clinical staff.

Job purpose

The Deputy CL3 & Biosafety Manager will support the CL3 & Biosafety Manager in assuring the continuous, efficient and safe operation of the Institute's three Containment Level 3 (CL3) suites, and the Institute's wider biosafety governance. The post holder will take direct ownership of training, induction and competency assurance across all containment levels, and will provide second-line 24/7 emergency response cover for incidents occurring within the CL3 facility, working alongside the CL3 & Biosafety Manager to remove the current single point of failure in incident response and safety governance.

The successful candidate will be reporting to the CL3 & Biosafety Manager, and will work closely with the Biological Safety Adviser within Queen Mary University of London's Health & Safety Directorate.

Main duties and responsibilities

- To support the CL3 & Biosafety Manager in the provision, maintenance and effective running of all general laboratory equipment, research facilities and technical developments within the Containment Level 3 suites, deputising fully in their absence.
- To own and deliver training, induction and competency assessment for all laboratory staff and students across CL2 and CL3 facilities, including scheduling, record-keeping and periodic re-assessment.
- To provide second-line 24/7 emergency response availability for incidents occurring within the CL3 facility, ensuring continuity of cover alongside the CL3 & Biosafety Manager and reducing reliance on a single postholder.
- To ensure the Containment Level 3 laboratories within the Institute are maintained to a high standard, including documentation, training, inductions, fixtures, plant and equipment.
- To co-operate with Principal Investigators and support the CL3 & Biosafety Manager in generating, maintaining and coordinating documentation relating to safety and regulatory obligations for the Institute.
- To support risk assessment and SOP review across research groups, acting as an independent second reviewer to enable parallel progression.
- To support the tracking and escalation of infrastructure and maintenance issues with Estates & Facilities.
- To advise on infrastructure maintenance and oversee restricted security access within the Institute, coordinating with Estates & Facilities as required.
- To support practical and orientation training, including safety inductions, for all new staff and students in the CL3 and Genetic Modification (GM) facilities, with lead delivery responsibility once the competency framework is established.
- To support the CL3 & Biosafety Manager during internal and external health and safety-related inspections.
- To support planning, set-up, equipping and space management of laboratories and communal areas, helping establish protocols for planned maintenance and future replacement needs in line with the Institute's long-term strategic objectives.
- To support the generation of reports and the development, implementation and evaluation of policies and procedures underpinning H&S and clinical governance across the Institute's laboratory facilities.
- To support and attend the Blizard Institute CL3 Users Group Committee, deputising for the Chair (CL3 & Biosafety Manager) as required.
- To provide documentation and support relating to the transportation of Cat A and Cat B samples in and out of the Institute's laboratories.
- To act as a Health and Safety Coordinator for the Institute and represent it at the Faculty H&S meeting.
- To provide organisational skills and knowledge to support the safe functioning of the Institute's Hazard Group 2/3 activities.

- To support the CL3 & Biosafety Manager as a member of the University's Biological and Genetic Modification Safety Committee (BGMSC), attending and deputising as required.
- To oversee the safe operation and maintenance scheduling of biosafety-critical equipment, including autoclaves, microbiological safety cabinets, fume hoods, and cryostorage/gas-monitoring systems relevant to biological sample integrity, coordinating with Estates & Facilities as required.
- To support the CL3 & Biosafety Manager in the planning and delivery of CL3 facility decommissioning, relocation and consolidation projects, including equipment redistribution and cryostorage transition, as part of the Institute's laboratory consolidation programme.
- To support the development and delivery of laboratory sustainability initiatives across the Institute, including accreditation schemes such as LEAF and Green Impact, and sustainable equipment renewal (e.g. freezer and cryostorage consolidation).
- To investigate and report health and safety breaches relating to biological and containment work within laboratory areas to the Health & Safety Directorate.
- To provide line management for a senior technician.

The post holder will be expected to work as part of the Blizard institute interacting with a range of staff including clinicians, scientists, research nurses, undergraduate/postgraduate students, administrators and support staff, developing good working relationships within the team to establish and maintain excellent communication links as well as with professional service staff, e.g. Health and Safety Directorate, Finance, Procurement, Estates & Projects, and Security, as appropriate

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 accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

Citizenship

The Faculty of Medicine and Dentistry is committed to an action plan that supports the cultivation of a diverse and nurturing staff and student community, at the heart of which sits the commitment to equality of opportunity and equity in our processes and structures.

It is the expectation of all staff that they undertake citizenship responsibilities within the Faculty. As part of the appraisal and probation process, your line manager will discuss the expectations of you to lead or participate in citizenship projects/initiatives as set out in the Faculty’s EDI Strategy. These responsibilities will be commensurate with the seniority of the role and the expertise and experience of the individual.

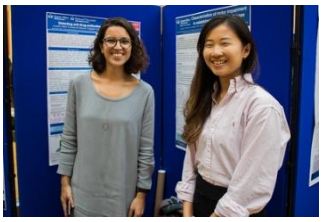
Queen Mary University of London

Person specification

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.

Essential: Requirements without which the job could not be done.
Desirable: Requirements that would enable the candidate to perform the job well.

Qualifications	Essential	Desirable
Degree or equivalent in Biochemistry/Immunobiology/Biomedical or Life Sciences or a related subject, or equivalent working experience	☒	☐
Postgraduate or a professional qualification, or equivalent specialist knowledge gained through training and experience	☒	☐
A recognised H&S qualification (e.g. IOSH Managing Safely, NEBOSH National General Certificate) or equivalent experience	☐	☒
Experience/Knowledge		
Experience of managing or working within Containment Level 2 and 3 laboratories	☒	☐
Experience in Genetically Modified Micro-Organisms, including specialised risk assessment	☒	☐
Knowledge and substantial practical experience of techniques in one or more of: Biology, Molecular Biology, Microbiology, Immunology or Virology	☒	☐
Sound, up-to-date understanding of Health & Safety legislation and its application in a modern laboratory	☒	☐
Experience of authoring and/or critically reviewing biological or COSHH risk assessments, including gap-analysis against regulatory requirements	☒	☐
Experience of designing, delivering and evidencing staff and student training, induction and competency assessment programmes	☒	☐
Knowledge of incident investigation, root-cause analysis and corrective action, including spill response, decontamination and emergency procedures within containment facilities	☒	☐
Experience of facility change projects (decommissioning, relocation, consolidation) and/or laboratory sustainability initiatives (e.g. LEAF, Green Impact)	☐	☒
Experience of participating in or providing on-call/emergency response cover in a laboratory or comparable safety-critical environment	☐	☒
Experience of line management and/or managing a team	☐	☒
Evidence of contributing to the delivery of cultural change in the furtherance of the principles of equality, equity, and inclusion.	☒	☐
Skills/Abilities		
Ability to motivate, support and develop team members, providing constructive feedback, and to promote positive culture change, challenging perceptions and behaviour where necessary	☒	☐
Excellent interpersonal and influencing skills, with the ability to gain the confidence and support of colleagues and negotiate effectively, taking responsibility for making tough calls when necessary	☒	☐





Excellent problem-solving skills, able to identify practical, consistent solutions, anticipate implementation difficulties, and take into account others and the wider context when generating options	☒	☐
Able to manage a varied workload and competing priorities under pressure, with effective, flexible self-management and focus, ensuring this happens consistently across the team	☒	☐
Clear commitment to excellent standards of service delivery, taking pride in delivering this to colleagues, students, partners and the wider community	☒	☐
Ability to communicate technical safety requirements clearly and effectively to varied audiences, including laboratory staff, students and contractors	☒	☐
Ability to develop objectives with team members and demonstrate supportive leadership, including in challenging circumstances	☐	☒
Other		
*The ability to meet UK 'right to work' requirements.	☒	☐

* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment.

Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: https://www.gov.uk/global-talent

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas

Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate






EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional Athena SWAN award for advancing gender equality and champion a number of EDI initiatives across the University. We also offer a number of development programmes including Springboard, Aurora and B-MEntor.
We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

Flexible Working

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

Details about us can be found at:

www.qmul.ac.uk/xxx

Informal enquiries should be made to:

Name: Dr Diwakar Santhakumar

Email: d.santhakumar@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place.

