

Job description

General Manager

This is a varied role with overall responsibility of the day-to-day running of the Wales Veterinary Science Centre, accountable to, and reporting directly to, the Board of Directors. Providing the link between director management and individual staff within the lab.

Line Manager: The Board of Directors

The Centre Manager is supported by a Management Team comprising the following individuals each with management responsibility for their specific areas:

- Technical Manager/ Quality Manager
- Pathology (Vet) Manager/ Health & Safety Manager

Salary according to experience £37,099.00 – 44,263.00 pro-rata (University Equivalent Grade 7).

Components of the role include:

- Centre Manager
 - Monitor the daily operations of the Centre and ensure it is efficient and accurate.
 - Work with the Board of Directors to develop operational policies, budgets, and strategic goals and then implement them within the agreed budget constraints.
 - Assume overall responsibility for the day-to-day management of all staff.
 - Ensure integrity of all WVSC work by maintaining high standards.
 - Ensure all staff at WVSC are equipped to perform their duties.
 - Understand and be able to discuss all aspects of WVSC work with relevant staff.
 - Dealing with customer and staff enquiries.
 - Ensure appropriate insurance for all staff and the company (Vet indemnity, Lab Tech Indemnity, public liability and building).
 - Ensure Directors, Managers and Staff are regularly kept up to date with developments through timely emails and/or phone calls, and in various regular meetings.
- WVSC Ambassador / Network / Liaison
 - Develop links with new stakeholders.
 - Seek out funding opportunities in grants or projects, that enhance the WVSC vision to serve the veterinary and livestock sectors in Wales
 - Maintain and strengthen links with stakeholders including:
 - Aberystwyth University (inc. Aberystwyth School of Veterinary Science)
 - Iechyd Da and Menter a Busnes (Veterinary Delivery Partners)
 - APHA and Welsh Government
 - Others including HCC, Techion
- Quality
 - *The Quality Manager reports to the WVSC Management Group and works with the Laboratory Manager (Technical Manager) with responsibility for implementing, preserving and improving the quality system throughout WVSC. Together, they are also responsible for ensuring the effectiveness of the WVSC technical operation of the Management System and for ensuring that the requirements of ISO 17025 are met.*
 - The Centre Manager will be expected to support the Quality Manager role and as such undertake training in Lab Management for ISO 17025 accredited labs.

- Also promote best practice and lead by example in maintaining best quality standards, document control, carrying out audits as appropriate, regular review of all WVSC processes and work, ensuring that all relevant laboratory staff are suitably trained for the work they do.
- Work with the Quality Manager and Technical Manager to deal promptly with technical enquiries and complaints from customers and is responsible for implementing any necessary corrective action.
- Health, Safety and Environment Matters
 - Work with the Health and Safety Manager to deal promptly with any issues arising including reports/complaints from customers and is responsible for implementing any necessary corrective action.
- Human Resources
 - Oversee staffing and ensure compliance with employment legislation.
 - Oversee staff training and development.
 - Ensure appraisals are performed in a timely manner.
 - Oversee staff recruitment.