

Job Title: Lab Manager (Performance Analysis)

Unit/School: Cardiff School of Sport and Health Sciences

Grade: 7A/B

HERA: CSSHS198

### **Core purpose of role**

The Lab Manager will provide effective and efficient management of the performance analysis facilities and equipment to facilitate the support of high-quality teaching and learning, research and innovation activity. They will have line management responsibility for a team of technical staff, and will be required to manage workload and support the development of staff and students. The post holder will support the delivery of the performance analysis programmes and modules at undergraduate and postgraduate level. This will include technical expertise, supporting and supervising students within the area of performance analysis. The postholder will manage financial planning for equipment, services and capital investment. The Lab Manager will also be required to undertake technical demonstrator duties. The balance of manager and technician duties will be in accordance with needs during the academic year.

### **Key responsibilities and contributions**

#### **Lab Manager:**

1. Undertake operational management of the laboratory facilities through the day-to-day line management of the technical staff and graduate interns.
2. Ensure effective communication between teaching, research and technical support staff in relation to laboratory usage.
3. Maintain interdisciplinary working and communication between technical staff across the campuses to promote efficient and effective use of equipment and staffing resources.
4. Coordinate and line manage the technician demonstrators and ensure appropriate use of them in the support of lectures and practical sessions.

5. Produce financial plans for the replacement and refurbishment of equipment and for new items of equipment including capital items. Ensure appropriate communication and consultation with the School budget holder.
6. Manage the laboratory budget allocation and ensure that value for money is achieved.
7. Maintain inventory of equipment and materials. Update and manage them to ensure that laboratory operations are undertaken in a safe and secure environment and are compliant with legislation and governance protocols.
8. Oversee and identify training needs for staff and students working in the laboratories; instruct, supervise and manage the technical team to undertake and conduct agreed proper practices.
9. Mentor and supervise staff and students operating in the facility, working in collaboration with academic staff.
10. Produce systems and procedures to coordinate and monitor the use of equipment inside and away from the laboratory.
11. Manage Health and Safety in the laboratory and associated areas. Ensure that technicians, academic staff and students are trained and training needs identified. Act on audit recommendations. Attend the School H&S Committee Meeting. Report areas of concern.
12. Timetable, plan and implement laboratory activities, ensuring efficient and effective delivery of laboratory function in pursuit of academic, research and innovation objectives.

### **Technician Demonstrator:**

1. Liaise with academic staff and other stakeholders to maintain the effective use of the Performance Analysis facilities for teaching and learning. Providing practical and technical support and guidance, and ensuring appropriate access to software and equipment.
2. Provide demonstrations and guidance on practical techniques and processes, using suitable software and equipment at appropriate levels from introductory to advanced.
3. Support practical activities, video and audio footage collection and the gathering of sports material on campus or on pre-arranged off-site visits.
4. Support student work-based learning including the organisation of equipment.



5. Undertake equipment and software purchases, ensuring they are in line with University regulations and procedures, to ensure the appropriate resources are in place to support student learning.
6. Ensure all equipment within areas of responsibility is present, functioning effectively and safely, by maintaining asset inventories, advising on purchases and maintenance, and procuring new or replacement equipment.
7. Develop and maintain own skill base and knowledge, ensuring currency with new and emerging technologies, techniques and developments. Apply the application of new knowledge to demonstrations and student support.
8. Maintain knowledge of the curriculum requirements for practical lab sessions and work-based learning support, to ensure technical support is tailored to learning outcomes. Identify and review any areas for further development, to enhance the student experience.
9. Participate in planning with academic teams, to support required student outcomes.
10. Engage with appropriate staff to provide feedback on student performance and raise any matters related to their progression, skill development, or welfare as appropriate.
11. Ensure compliance with CSSHS's Health and Safety Policy by maintaining health and safety registers related to student use of equipment and processes, including the design and review of risk assessments.
12. Any such other reasonable duties and responsibilities as may be required from time to time.

### **Person specification**

#### **Essential qualifications / Professional memberships**

1. An appropriate honours degree in sport science or similar related subject with evidence of having studied performance analysis / or equivalent professional experience.

#### **Essential experience, knowledge and skills**

##### **Lab Manager:**

1. Proven experience in managing and leading a team within a professional environment, with the ability to motivate, develop and coordinate staff members to delivery high quality outcomes aligned to strategic priorities.
2. Strong people management skills, with the ability to effectively manage workloads, foster a collaborative and inclusive working environment, and provide tailored support to staff and students.
3. Ability to manage budgets relating to equipment and software contracts, with informed knowledge of current trends in performance analysis technologies and services to ensure value for money procurement, that meets the operational needs of course programmes and needs of the School.
4. Ability to take on the responsibility for the operational management of the laboratory facilities, including working closely with key stakeholders to timetable, plan and implement laboratory activities aligned to academic, research and innovation objectives.
5. Ability to produce, review and implement health and safety protocols across the laboratory facilities, to ensure a safe, compliment and productive working environment for staff and students.

6. Experienced in promoting collaboration across departments, with an ability to liaise effectively with academic, technical and professional services teams to ensure lab facilities support the ongoing requirements of course programmes.

### **Technician Demonstrator:**

1. Experience of providing Performance Analysis support services to coaches and athletes and a proven interest in on-going skill development.
2. Strong technical knowledge of, and ability to deliver practical support in a range of commercial performance analysis software, such as Hudl SportsCode, Angles, Dartfish, Nacsport, Metrica and others.
3. Ability to effectively demonstrate specialist techniques or processes to individuals or groups, ensuring clarity and engagement.
4. Knowledge of relevant performance analysis hardware, in particular data capture (use of video camera systems).
5. Ability to design, develop and modify specialist methods, processes and equipment required for course programmes and needs of the School.
6. Ability to communicate well and to present issues in a clear concise manner.
7. Ability to plan, prioritise and organise own work and use initiative to progress requests made by others with the effective use of resources to achieve agreed objectives.
8. Ability to produce videos and other audio-visual materials and teaching resources.
9. Clear commitment and interest in performance analysis and a desire to share both traditional and contemporary knowledge and motivate students.

10. Proven ability to work practically as part of a team to achieve goals within a specific time frame.
11. Ability to apply knowledge of relevant health and safety issues.
12. Ability to demonstrate a commitment to Equality and Diversity.

### Desirable

1. Post-graduate qualification in a relevant discipline such as MSc in Performance Analysis.
2. Knowledge of business intelligence (BI) tools such as Tableau & Power BI used for data visualisation and analysis.
3. Awareness of ordering and stock control systems, and inventory, loan and database management.

### Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
<b>A1 – Beginner</b> Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
<b>A2 - Basic user</b> Can deal with simple, straightforward information and communicate in basic Welsh.				
<b>B1 - Intermediate user</b> Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				



<b>B2 - Upper intermediate user</b> Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
<b>C1 - Fluent user</b> Can communicate fluently in Welsh.				
<b>C2 - Master user</b> Can communicate fluently on complex and specialist matters in Welsh.				

### Disclosure & Barring Service requirements

Please select the most appropriate statement for this role:

This post does not require a DBS check.

### Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.