



## Job description

<b>Job title</b>	Antimicrobial Surface Scientist
<b>Directorate</b>	National Infection Service – Operations – Research
<b>Pay band</b>	EO
<b>Responsible to</b>	Thomas Pottage
<b>Base/location</b>	Porton Down
<b>Hours/sessions per week</b>	37.5
<b>Job type (ie fixed term/permanent)</b>	Fixed term

### INTRODUCTION

Public Health England provides strategic leadership and vision for protecting and improving the nation's health. Its ambition is to lead nationally, and enable locally, a transformation in the health expectations of all people in England, regardless of where they live and the circumstance of their birth. It will achieve this through the application of research, knowledge and skills. PHE is an executive agency of the Department of Health. It is a distinct delivery organisation with operational autonomy to advise and support government, local authorities and the NHS in a professionally independent manner.

The Biosafety, Air and Water Microbiology Group carries out applied research for a wide range of customers using expertise in microbiology, aerobiology and biocontainment. These projects are often bespoke to the customer and can range from evaluating novel gaseous disinfectants to assisting planetary protection.

### PHE PEOPLE CHARTER

The way we behave as PHE members of staff will have the greatest impact in achieving our ambitions as an organisation. What we say matters but what we do matters more.

Our effectiveness depends on how we behave so we have developed the PHE People Charter which outlines the values and behaviours expected.

Our behaviours that underpin our values are to **COMMUNICATE** openly, honestly and clearly, **ACHIEVE TOGETHER**, working towards PHE's objectives, **RESPECT** each other and treat colleagues and customers how we would wish to be treated and **EXCEL** by providing an excellent service, leading by example and driving personal development.

Please refer to full PHE People Charter attached to the accompanying advert.

## **JOB SUMMARY**

You will play a vital role in providing support to a number of projects investigating of the effectiveness of equipment, methods and procedures to protect workers handling microorganisms, using a variety of aerobiological and microbiological techniques. This job will include the planning & development, testing and reporting of the protocols. You will also assist other research projects in this area including commercial projects, HCAI investigations and Bioresponse activities.

The postholder will have relevant degree and work experience in a microbiology laboratory and proven abilities to undertake a broad range of standard bacteriological techniques. A high degree of flexibility is expected, as the project is closely linked to other programmes of work within Biosafety.

## **Communication and key working relationships**

### Internal

- Biosafety team
- Other PHE groups

### External

- Science Hub
- Other external collaborators

## **MAIN DUTIES AND RESPONSIBILITIES**

- To provide technical assistance for the Grant in Aid Biocontainment programme.
- Implement and utilise a range of methods/assays/techniques in support of all activities associated with the project aimed to ensure project deliverables are met on time and within budget
- Provide reports through analysis of data using software and databases as necessary, to meet project targets and for preparation of presentations and publications
- Assist the project team to identify, evaluate and report new procedures where appropriate and to ensure that the project operates to a high scientific level
- To develop skills and understanding in the fields of biocontainment and aerobiology
- To perform any other duties required by the Line manager commensurate with grade and to assist other members of the Biosafety Unit
- Undertake all assigned work in accordance with Public Health England's Risk Management Systems, policies and procedures
- To ensure that the project team undertakes work in accordance with PHE's Code of Safety Practice and to work within any Quality Systems that are applicable to the site
- To comply with all PHE's policies and procedures.

### **Other**

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

**Professional development**

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

# Person specification

Description	Essential	Desirable	Assessment
<b>Qualification</b>			
Degree of several years relevant experience in a relevant topic/environment	X		A/I/ C
<b>Knowledge and experience</b> Experience as defined by type/level (not length)			
Good knowledge and practical familiarity with techniques for project i.e. Gaseous decontamination, microbiological culture techniques		X	A/I
Good understanding and experience of safe working practices	X		A/I
<b>Skills and capabilities</b>			
Good communication skills	X		A/I
Self-motivating, organized & meticulous	X		A/I
Able to work flexibly to meet varying needs	X		A/I
Willing to undertake further training	X		A/I
Demonstrated ability to work in teams and independently	X		A/I
<b>Equality and diversity</b>			
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	X		I
<b>*Assessment will take place with reference to the following information</b>			
<b>A = Application form</b> <b>I = Interview</b> <b>C = Certificate</b> <b>T = Test</b>			

In addition to the job specific requirements above this role will require adherence to the following:

### **Our behaviours**

The way we behave as PHE members of staff will have the greatest impact in achieving our ambitions as an organisation. What we say matters but what we do matters more.

Our effectiveness depends on how we behave so we will:

- consistently spend our time on what we say we care about
- work together, not undermine each other
- speak well of each other, in public and in private
- behave well, especially when things go wrong
- keep our promises, small and large
- speak with candour and courage

### **PHE and Civil Service Code of Conduct**

PHE has adopted a Code of Conduct that incorporates both the Civil Service Code, which also applies to all our staff, and our professional responsibilities. This PHE Code applies to all staff employed by PHE, secondees, agency staff and individuals holding honorary contracts.

All staff must abide by this Code of Conduct as a contractual responsibility and so the Code of Conduct forms part of an individual's contract of employment.

The PHE Code of conduct and Civil Service Code can be found on the PHE intranet page.

### **Civil Service Competency Framework 2010 – 2017 Core competencies**

The framework outlines 10 competencies, which are grouped into three clusters.  
A minimum of one competency should be picked from each cluster.  
It is anticipated that no more than 5/6 in total should be used.

## **Strategic cluster – setting direction:**

### **1. Seeing the big picture**

- keep up to date with a broad set of issues relating to the work of the department
- develop understanding of how own and team's work supports achievement of departmental priorities and delivery to the citizen
- focus on the overall goal and intent of what they are trying to achieve, not just the task
- take an active interest in expanding their knowledge of areas related to own role

### **2. Changing and improving**

- understand and apply technology to achieve efficient and effective business and personal results
- consider and suggest ideas for improvements, sharing this feedback with others in a constructive manner
- conduct regular reviews of what and who is required to make a project/activity successful and make ongoing improvements
- put aside preconceptions and consider new ideas on their own merits
- help colleagues, customers and corporate partners to understand changes and why they have been introduced
- identify, resolve or escalate the positive and negative effects that change may have on own role/team

### **3. Making effective decisions**

- demonstrate accountability and make unbiased decisions
- examine complex information and obtain further information to make accurate decisions
- speak with the relevant people in order to obtain the most accurate information and get advice when unsure of how to proceed
- explain clearly, verbally and in writing, how a decision has been reached
- provide advice and feedback to support others to make accurate decisions
- monitor the storage of critical data and customer information to support decision making and conduct regular reviews to ensure it is stored accurately, confidentially and responsibly

## **People cluster – engaging people:**

### **4. Leading and communicating**

- display enthusiasm around goals and activities – adopting a positive approach when interacting with others
- listen to, understand, respect and accept the value of different views, ideas and ways of working
- express ideas effectively, both orally and in writing, and with sensitivity and respect for others
- confidently handle challenging conversations or interviews
- confront and deal promptly with inappropriate language or behaviours, including bullying, harassment or discrimination

### **5. Collaborating and partnering**

- demonstrate interest in others and develop a range of contacts outside own team to help get the job done
- change ways of working to facilitate collaboration for the benefit of the team's work
- proactively seek information, resources and support from others outside own immediate team in order to help achieve results
- readily identify opportunities to share knowledge, information and learning and make progress by working with colleagues
- listen attentively to others and check their understanding by asking questions
- take responsibility for creating a working environment that encourages equality, diversity and inclusion

### **6. Building capability for all**

- take ownership of team and individual development by identifying capability needs and consistently achieving development objectives
- take responsibility for the quality of own work and seeking opportunities for improvement through continuous learning
- proactively support the development plans of others
- take account of the diverse contributions of team members and delegate work to improve capabilities of all
- encourage and be open to developmental feedback from others

## **Performance cluster – delivering results:**

### **7. Achieving commercial outcomes**

- be able to identify and access departmental procurement and commercial expertise
- understand and be able to explain departmental approach to assigning contractual and financial delegations
- recognise when deliverables and/or services derived from a commercial arrangement are not being delivered to the required level of quality or standard and take appropriate action
- fully meet commercial confidentiality and data security requirements in contracts

### **8. Delivering value for money**

- manage information and financial data so that it is accurate, easily located and reusable
- can account for expenditure and create well supported argument for extra expenditure, eg overtime
- take opportunities to challenge misuse of resources in order to achieve value for money and sustainable ways of working
- understand that all actions have a cost and choose the most effective way to do something in a resource efficient way
- ensure that recognised control procedures and practices are maintained
- monitor resources against plans and budget, identify and flag up variances

### **9. Managing a quality service**

- explain clearly to customers what can be done
- work with team to set priorities, create clear plans and manage all work to meet the needs of the customer and the business
- ensure that levels of service are maintained – flag up risks or concerns in order to meet customer requirements
- keep internal teams, customers and delivery partners fully informed of plans and possibilities
- promote adherence to relevant policies, procedures, regulations and legislation, including equality and diversity and health and safety
- identify common problems or weaknesses in policy or procedures that affect service and escalate these

### **10. Delivering at pace**

- create regular reviews of what and who is required to make a project/activity successful and make ongoing improvements
- be interested and positive about what they and the team are trying to achieve
- take ownership of problems in their own area of responsibility
- remain positive and focused on achieving outcomes despite setbacks
- check own and team performance against outcomes, make improvement suggestions or take corrective action when problems are identified
- set and achieve challenging goals and monitor quality



Job description agreed with the post holder:

Employee signature: ..... Date:.....

Print name:.....

Manager's signature:..... Date:.....

Print name:.....