

Kent County Council

Job Description: Calibration Section Manager

Directorate:	Growth Transport and Environment
Unit/Section:	Kent Scientific Services / Calibration
Location:	Kent Scientific Services, Kings Hill, West Malling
Grade:	KR10/KR11
Responsible to:	Head Of Kent Scientific Services

Purpose of the Job:

To lead and direct the Calibration Section, ensuring performance accords with business plan targets and clients' requirements. Undertake the role of Calibration Technical Manager as required by UKAS. Line manage the section staff in accordance with KCC's policies and procedures.

Main duties and responsibilities:

1. Manage the section to ensure safe, efficient and effective service delivery.
2. Manage the calibration staff, develop their skills and motivate in order to deliver a continually improving service.
3. Ensure the effective management of all resources of the calibration section.
4. Contribute to the development and improvement of KSS by working as part of the management team.
5. Undertake the role of calibration technical manager as required by UKAS to ensure effective standards and accreditation are maintained.
6. Ensure the County Standards and all weighing and measuring equipment are maintained to the levels required by statute and by UKAS to ensure business credibility is maintained.
7. Develop and maintain operating procedures to ensure service delivery complies with client requirements, UKAS standards, business plan targets and the requirements of metrology legislation.
8. Manage and ensure the delivery of client contracts, including local authority contracts, section 101 agreements, management of inventories etc.
9. Proactively seek out opportunities to increase income for the section, including opportunities to deliver new services and to attract new clients.

10. Develop and maintain relationships with clients, undertaking regular review meetings with major clients as necessary and resolve any problems arising.
11. Develop and continuously improve systems to improve the efficiency and effectiveness of the section. Develop the calibration section's range of services to attract new clients and new income.
12. Test and report on metrological equipment submitted to the calibration section for test.

This Job Description is provided to assist you in knowing your principal duties. It may be reviewed and amended from time to time, in consultation with you, without necessarily any change to the level of responsibility appropriate to the grading of the post.

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Person Specification: Calibration Section Manager

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

MINIMUM	
Qualifications <i>(if essential)</i>	Educated to degree level in a science based subject and/or Legal Metrology qualification e.g. weights and measures component of Diploma in Consumer Affairs and Trading Standards. For KR11, Post graduate management qualification e.g. DMS.
Experience	Substantial experience undertaking a wide range of metrology techniques. Management or supervisory experience.
Skills And Abilities	Ability to effectively manage own and others work programme. Ability to lead and work as part of a team. Ability to undertake the full range of calibration techniques. Excellent commercial awareness. Ability to manage effective relationships with clients.
Knowledge	Substantial professional knowledge of metrological testing procedures. Substantial professional knowledge of legal regulations relating to metrology. Substantial professional knowledge of the requirements of ISO17025 and quality systems
Behaviours and Kent Values	Kent Values Open Invite Contribution and Challenge Accountable