

Job Description



Title: Laboratory Manager **Department:** Quality Assurance
Reports to: Director of Quality Assurance **Date Prepared:**

Broad Function

The Laboratory Manager shall be responsible for the safe and smooth day-to-day running of laboratory operations within the Arecor laboratories. The Laboratory Manager shall lead health and safety (H&S) compliance within the laboratories to ensure that specified standards of work and housekeeping are met. This shall be facilitated by managing the facilities, hygiene and cleanliness, stock levels, and ensuring the maintenance and calibration of test equipment.

The successful candidate will be a competent, approachable and organised self-starter with the ability to perform multiple tasks concurrently and to consistently meet or manage deadlines.

Principal Responsibilities

- Ownership of the required H&S compliance processes in the laboratories including – maintenance, implementation and training of related policies and procedures and maintaining up-to-date records for MSDS and COSHH and risk assessment.
- Upholding good housekeeping and good laboratory practices.
- Managing stock, supervising the ordering, receipt, delivery and storage of laboratory consumable items.
- Overseeing the maintenance, calibration, and verification of laboratory equipment.
- Taking responsibility for the induction of new team members into the laboratories, including laboratory safety, protocols, and general housekeeping.
- Assisting with the delivery of training in laboratory and equipment procedures.
- Is a proactive participant in the identification and resolution of related nonconformances.
- Generating, reviewing and approving of related documentation including SOPs, risk assessments and other controlled documents.
- Upholding compliance with company PQMS policies and procedures.
- Acting as the main contact with external contractors to arrange and manage repairs, maintenance, waste collection, and lab-coat cleaning.
- Managing relationships with suppliers.

The above duties and responsibilities are not an exhaustive list, and you may be required to undertake any other reasonable duties compatible with your experience and competencies. This description may be varied from time to time to reflect changing business requirements.

Principal Relationships

- Reports to the Director of Quality Assurance and closely collaborates alongside the Quality Leader.
- Interfaces with all internal personnel but especially all development scientists.
- Liaises with external third parties as required.

Education & Experience

- Has significant experience in a chemistry or analytical laboratory setting.
- A thorough understanding and proven experience of current laboratory H&S requirements including ideally relevant certifications such as NEBOSH.
- A BSc in a scientific subject and experience of working in a GxP environment would be beneficial.

Skills & Attributes

- Is a competent and organised self-starter with the ability to perform multiple tasks concurrently to meet deadlines.
- Has strong communication skills and is consistent and approachable with the personal touch.
- Is persuasive and collaborative to team goals, sharing responsibility for team successes and failures.
- Identifies problems quickly and recognises the need for solutions without being prompted.
- Takes personal ownership and initiative for following up enquiries and requests.
- Is diligent and accurate when completing assigned tasks.