

# Job description



<b>Position title</b>	Inorganic Section Head - Labs
<b>Reporting to</b>	EFW Laboratory Manager
<b>Grade</b>	8
<b>Division</b>	Landfill and Alternative Energy

## Purpose

To provide accredited analytical laboratory services to departments in Suez R&R UK Ltd

To assist the EFW Laboratory Manager in obtaining and maintaining UKAS ISO 17025 accreditation

To compile analytical reports in accordance with the laboratory's policy and procedures

Support the EFW Laboratory Manager in meeting analytical monitoring requirements in line with best practice industry guidelines for Suez

Manage the annual service contracts for all laboratory instrumentation within their section

To play a leading role in analytical method development and implantation of new innovative technologies.

Assist laboratory Manager in maintaining high standards for laboratory Health and Safety.

Assist the Quality Manager in maintaining and developing the laboratory's UKAS ISO 17025 accreditation

Manage the day-to-day activities and personnel of an expanding UKAS laboratory

## Key responsibilities

- Management of laboratory staff including planning and prioritization of workloads on a day to day basis to meet customer requirements.
- Assist the Quality Manager with development and maintenance of the laboratory's Quality Management Systems via quality control charts, proficiency testing, inter laboratory testing, etc
- To act as Deputy Quality Manager
- Management of non-conformances.
- To develop an advanced knowledge of the laboratory's ISO 17025 Quality Manual and disseminate throughout the team
- Work in accordance with Suez R&R's Company Policies & Procedures for H&S and Quality as well as the laboratory's UKAS ISO 17025 accreditation
- To authorize data collated in laboratory reports.
- Management of laboratory stocks and supplies.
- High level of involvement in UKAS assessment visits.
- To play a leading role in analytical method development
- To develop and implement method validation to ISO 17025 standards.
- To maintain the laboratory's document control systems.
- To be instrumental in communication and collaboration with the customer.
- To develop and provide training for on-site analysis procedures.
- To ensure the laboratory is meeting targets for continual improvement.
- Management of proficiency testing scheme and inter-lab testing results and any consequential investigations.
- Management of sub-contracted work.
- Production of maintenance schedules for the laboratories analytical instrumentation.
- To aide with investigations into instrument faults and failures to remedy any issues to reduce downtime.
- To conduct ISO 17025 process, vertical and horizontal audits.
- Assist the Quality manager in developing and completing a comprehensive annual audit schedule in-line with the laboratory's ISO 17025 quality manual.
- To ensure the integrity of all data leaving the laboratory
- Assess and manage the sections recruitment needs.
- Plan and prioritise the workload on a day to day basis to meet customer requirements
- Manage the day-to-day activities and laboratory personnel
- Conduct staff Personal Development Review
- Conduct monthly health and safety inspections and look to continually improve laboratory health and safety standards in line with new policies and procedures.

## Skills

- Good knowledge and experience of UKAS ISO 17025 systems.
- Competent knowledge of Laboratory Safety.
- Must have a good knowledge and understanding of modern analytical chemistry techniques.
- Comprehensive understanding of method development and validation in-line with ISO 17025.
- Applicants should be qualified to at least HNC level in a chemistry related subject.
- Experience of managing a small team – preferred
- Good Problem solver
- Planning and organising
- Attention to detail
- Working to deadlines
- Computer/IT literate

## Behaviours

- The candidate should act in a professional manner.
- The candidate should act impartially.
- The candidate should have confidence in their own abilities, to allow mentoring of laboratory personnel.
- The candidate should be diligent, have good time management, understand the importance of impartiality and be able to work both independently and part of a team.
- Good people skills with the ability to discuss and diffuse difficult situations. To be able to take an unbiased, impartial approach to ensure the best approach for the team and business objectives.

## Knowledge

- Good knowledge and experience of UKAS ISO 17025 systems.
- Competent knowledge of Laboratory Health and Safety policies and procedures
- Must have a good knowledge and understanding of modern analytical chemistry techniques. Including but not limited to:
  - GC-MS
  - GC-FID
  - GC-ECD
  - TOC
  - LC-MS
  - XRF
  - ICP-MS
  - ICP-OES
  - IC
  - Bomb Calorimetry
- Comprehensive understanding of method development and validation in-line with ISO 17025.
- Applicants should be qualified to at least HNC level in a chemistry related subject.
- Experience of managing a small team.

## Specific candidate requirements

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## Qualifications

- Candidates must possess a minimum of HNC or equivalent in a chemistry related subject.
- Management training is preferable but not essential.

**Please note:** The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.