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| Job Title | Laboratory Supervisor |
| Business Unit | CEN-SLA |
| Location | Bretby |
| Reports to: | Team Leader |
| Purpose | The Laboratory Supervisor (CEN-SLA), responsible for the day to day running of the Occupational Hygiene and Fugitive Dust Laboratory undertaking analysis of environmental dust and water samples delivered to the Bretby laboratory from across the UK. |
| General  Responsibilities/Specific Duties: | To manage the day to day operations of the Laboratory ensuring high levels of customer service.  Carry out tasks and prioritise workload of the team to ensure that the customer’s samples are received, analysed, and reported in a timely and efficient manner in line with documented procedures.  Undertake the necessary requirements to maintain and develop the quality and operational requirements for existing UKAS accredited and non-accredited analysis including periodic method validations to ensure the on-going quality of service.  Undertake a range of environmental and chemistry analytical activities including preparation of media, filtering of samples, pH, Conductivity and suspended solids recording temperatures and other activities supporting the quality control process.  Undertake laboratory supporting activities such as internal calibration checks on instruments and equipment and maintaining records accordingly.  Perform internal audits and support external audits relating to the analytical operation and proficiency testing.  Track incoming workload and KPIs  Train and support in the development of team members.  To liaise with other SOCOTEC departments and external clients as necessary.  Ensure all quality is adhered to following the policies and procedures detailed in the SOCOTEC Integrated Management System  Work in a safe manner avoiding hazards to oneself and colleagues, following the policies and procedures detailed in the SOCOTEC Integrated Management System  Any other duty or work reasonably requested by the employer  As required, provide technical advice to the sales team in order to support in the preparation of quotes |
| Objectives | All work is undertaken to relevant operational procedures / accreditation standards.  Client KPi’s are achieved.  Staff training is implemented and maintained. |
| Qualifications | Previous experience of working in a commercial Laboratory. |
| Competencies | Be able to undertake work requiring discretion and judgement. Knowledge of a variety of internal procedures, methods and techniques.  Be able to undertake reactive and proactive elements. Work controlled/reviewed on a monthly reporting basis.  A keen eye for detail  Ability to use own initiative.  Good communication skills and an ability to accurately follow methods.  Good time management skills  The ability to work alone and as part of a team in a busy environment |
| Desirable | Previous supervisory experience. |
| Mandatory Training | SOCOTEC Online Health & Safety Training Modules  SOCOTEC Online HR Policies Awareness Modules |