

Head of Laboratory

Title

Head of Laboratory

Reports To

Quality Assurance Manager

Summary

The Head of Laboratory is responsible for laboratory-based tasks, which include sampling, testing, measuring, recording and analyzing results in biological, chemical, physical and life sciences. The Head of Laboratory provides all the required technical support to enable the laboratory to function effectively while adhering to correct procedures and health and safety guidelines. The Head of Laboratory carries out fundamental tests as part of the scientific team. These tests assist in the advancement and development of modern medicine and science. The work plays an important role in the foundation stages of research and development (R & D), in scientific analyses and investigation.

It is strongly recommended that the Head of Laboratory obtains Health Canada security clearance.

Core Competencies

- Customer Focus
- Communication
- Energy
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

Job Duties

- Perform laboratory tests in order to produce reliable and precise data to support production and R & D.
- Record and report data from all analyses and tests in the prescribed time and form and maintain statistical records in accordance with laboratory procedures.
- Carry out routine tasks accurately and following strict methodologies and SOPs
- Manual dexterity required to use laboratory equipment, desktop computer and peripherals
- Prepare specimens and samples
- Maintain and operate standard laboratory equipment

- Keep up to date with technical developments, especially those which can save time and improve quality and reliability
- Conduct literature searches on identified topics relevant to the company
- Follow and ensure strict safety procedures and safety checks
- Make detailed observations, analyze data and interpret results
- Maintain and perform limited troubleshooting and calibration of laboratory equipment
- Write reports, summaries, and protocols regarding experiments
- Log all samples from field or on special request for routine, non-routine and other tests
- Prepare and send samples for third-party analysis
- File final reports as directed
- Organize all laboratory reagent, maintain and update inventory levels of laboratory supplies
- Communicate with third party calibration services
- Responsible for lab cleaning, sample disposal, monthly inventory check and safety duties.
- Complete other duties as necessary
- Demonstrate applicable ethics and due diligence

Requirements

- High level of computer literacy, including MS office
- Must have a strong understanding of WHMIS and SDSs
- Understanding of HPLC, MS and GC is an asset
- Must be knowledgeable in relevant health, safety and environmental standards
- Knowledge of relevant laboratory techniques, terminology, equipment and materials
- Knowledge of the principles and practices of chemical, biological and physical testing and analyses including the preparation of materials, equipment and samples
- Ability to use and maintain laboratory equipment for standard testing
- Ability to understand and follow written and verbal instructions
- Must have good written and verbal communication skills
- Able to manage time effectively
- Effective attention to detail and a high degree of accuracy
- High level of integrity, confidentiality and accountability
- Sound analytical thinking, planning, prioritization, and execution skills
- Ability to respond appropriately in pressure situations with a calm and professional demeanour.

Qualifications

- Bachelor's degree in a related scientific field or completion of a two- or three-year college program in a related scientific field (e.g. laboratory technology, chemistry, biochemistry, biology, microbiology)

Work Conditions

- Light strength physical demands; 5-10 kg (11-22 lbs)
- Intermittent physical activity

- Sitting, Standing, Walking
- Hazards: Use of chemicals; Odours
- Use of Personal Protective Equipment
- Overtime as required