



POSITION DESCRIPTION

Job Title: Laboratory Operations Manager

Department: VLS – Post Harvest

Location: VLS Te Puke

Reports to: Laboratory Manager

ROLE OBJECTIVE

To oversee all aspects of day-to-day laboratory operations to ensure accurate and timely out-turn of results, while maintaining a safe and efficient work environment.

KEY RESPONSIBILITY: Operational Laboratory Management

DUTIES

- Manage the operational lab team, ensuring best practice procedures are adhered to
- Communicate key processes and objectives to employees
- Assist with the recruitment, and induction of seasonal employees
- Provide training and mentoring to ensure good understanding of the tasks allocated, providing constructive feedback when improvement is required
- Manage lab workload to ensure all work is carried out in an efficient and timely manner
- Oversee changes in shift patterns when necessary to accommodate fluctuating workloads
- Ensure Laboratory operations and systems meet and follow IANZ, MPI, industry and QC requirements and are performed to a high standard
- Contribute to and maintain ISO requirements and documented procedures to ensure all results are accurate and reliable for reporting purposes
- Provides guidance and assistance to the lab team concerning work methods, the use of equipment and techniques
- Health and Safety – be responsible for ensuring all laboratory staff are aware of identified hazards within the work area and understand the implications of not adhering to standards and procedures
- Staff performance – responsible for daily supervision of staff on shift
- Health and Safety Standards are upheld, including the wearing of PPE, hazards are identified and minimised. Accident and near miss reporting processes are followed
- Due to the seasonal demand of the laboratory services, extended hours and weekend and night work may be required during peak periods.

KEY MEASURABLES

- SOP's for the lab are adhered to, pre-determined outcomes are met in a timely and accurate manner

- All staff are trained and competent in tasks and training records are up to date and repeat work is reduced due to effective training.
- Health and Safety incidents are minimised due to effective training and hazard awareness.
- All Health and Safety Incidents are reported immediately to the H&S Rep and documentation is completed correctly.
- The laboratory is operating in accordance to the Quality Manual and ISO accreditation standards as set in place.
- Sufficient staff resources to meet work demands
- Achievement of operational budgets

KEY RESPONSIBILITY: Technical

DUTIES

- Operational knowledge and use of Laboratory Information Systems and Database
- Contribute to improvement ideas across the lab programme, operations and database if required
- Provide training to staff on the correct use of equipment and other day-to-day technical operations
- Technical knowledge of equipment, and management to maintain, monitor and ensure equipment is in good working order and stored in appropriate places
- To assist in the review and development, validation and implementation of test methods in a timely manner and within available resources and as per business requirements

KEY MEASURABLES

- Ability to deliver high quality accurate work under pressure
- Management of documentation; up to date and within required timeframes
- Management of equipment and to make sure equipment is calibrated, being used correctly and is maintained and put away.

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Expected that this role will become an IANZ accredited Key Technical Person (KTP)
- People Management: Experienced in managing people effectively in order to achieve business objectives
- Microsoft Office Suite: Intermediate
- Data Analysis: Experience extracting useful information and translating it into actionable objectives
- Software/Technology: Previous experience using software and other computer based technology either in Industry specific programmes or using a similar software platform
- Reporting: Experience producing accurate reports to set criteria
- Role specific knowledge: 3 – 5 years' experience in a similar role, this role requires highly relevant experience in a specific area of work
- Qualifications: Degree with the scholastic skills to analyse, evaluate and interpret information
- Industry Knowledge: Experience working within horticulture or primary industry
- Process Implementation: Experience implementing company process or policy
- Numeracy: Experience working with and a good understanding of numerical or financial

information

PERSONAL ATTRIBUTES

- Leadership/Influencing others: Can articulate a common vision and provide others with a sense of direction. Able to persuade, convince, influence or impress in order to gain support or to have a specific impact on others
- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues, seasonal staff and the public)
- Self-motivated/Self-managed/Self-starter: Has an underlying concern for doing things better. Is self-driven, self-motivated and enthusiastic
- Analytical and conceptual thinking: Able to analyse and synthesise experience, observations and information to evaluate options and identify patterns and future possibilities
- Flexible/Adaptable/Resilient: Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change
- Team player: Able to work effectively with others to achieve an optimal outcome
- Strong written communication skills: Able to express in a written form the key information in a succinct and professional manner
- Organised/Time management/Prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business
- Decision Making: Ability to make sound, informed decisions quickly and to take ownership of these decisions and their outcomes
- Professional with a high degree of confidentiality and maturity with clients and employees

SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.

Employee (name)

_____ Date:

Signed in agreement by the employee

Seeka Representative (name)

_____ Date:

Signed on behalf of Seeka Limited