



JOB TITLE: Laboratory Manager

LOCATION: Avonmouth

REPORTS TO: Head of R&D

RESPONSIBLE FOR: Laboratory and Team Supervision

INTERACTS WITH: Quality manager, site managers, commercial manager, sales manager, external laboratories

HOURS OF WORK: 37.5 hours/week 9:00am to 5:00pm Monday to Friday

DATE OF ISSUE: 1st October 2021

JOB PURPOSE

Reporting to the Head of R&D, the jobholder will have responsibility for managing the central company laboratory and the support team.

The individual will be tasked with maintaining and developing the central laboratory. This will include recruiting and training support staff, installation and maintenance of equipment, and development of methods and procedures.

O.C.O is a rapidly growing company with UK and international operations. The central laboratory will serve the needs of the business, receiving routine QA testing requests from the UK sites, as well as providing additional support from the sales and commercial management teams. The company has a growing number of projects, and the laboratory will be expected to handle research and development tasks in collaboration with the Head of R&D.

The company is currently in the process of establishing a new R&D facility. The individual is expected to take an active role in the setup of the new laboratory, including layout planning, procurement, installation and optimisation of new equipment, and the development of procedures and risk assessments. It is expected that the laboratory will be founded upon ISO 9001 principles, with the adoption of relevant ISO 17025 requirements in due course.

Ongoing running and development of the laboratory will be a key requirement. This will include maintaining high standards throughout, and continually assessing methods of development. Developing and checking maintenance and equipment calibration records will also be a key duty.

The role will include the daily management of the main laboratory, and the supervision of the support team. This will include receiving and logging new materials, scheduling and assigning tasks, and creating suitable experimental plans to evaluate the characteristics of the material, developing prototype products from the material, and their subsequent testing.

The individual will also be responsible for checking testing data and reviewing reports. Maintaining laboratory health and safety standards, including COSHH records will also be a key responsibility.

The ongoing improvement of the quality management system, including the IMS procedures and forms, as well as method development will also be required.



Certificate Number 11259

ISO 9001
ISO 14001
OHSAS 18001

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KEY DUTIES

- Setup and maintaining compliance of the laboratory to ISO 9001 standard
- Implementation of ISO 17025 principles
- Daily management of the main laboratory and the R&D team
- Developing project/work plans
- Scheduling testing and task allocation
- Recruiting and training laboratory staff
- Development of standard procedures and risk assessments
- IMS
- Maintaining laboratory health and safety standards
- Developing maintenance/calibration plans
- Liaising with O.C.O operations/sales/commercial teams to provide testing services
- Liaising with Head of R&D regarding national and international project development
- Checking data quality and the preparation of reports
- Carrying out other duties as requested by the Head of R&D

ESSENTIAL SKILLS / EXPERIENCE

- At least five years' commercial laboratory experience
- Previous managerial/supervisory experience
- IOSH managing safely
- ISO 9001 auditor certificate
- Knowledge of aggregate and waste testing
- Knowledge of analytical techniques (ICP-OES, XRF, etc)
- Excellent attention to detail and accuracy
- Experience using Word and Excel
- Good communication (written and oral) skills
- Ability to instruct and motivate others
- Willingness to be innovative, work under their own initiative, being able to plan, prioritise and organise various tasks at the same time
- Flexible in their approach to working hours

DESIRABLE SKILLS / EXPERIENCE

- Degree in a relevant scientific discipline
- Knowledge of ISO 17025