

## Job Description



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<b>Job Title:</b>	Laboratory Manager, Environmental Isotope Laboratory (uwEILAB)
<b>Department:</b>	Earth & Environmental Sciences
<b>Reports To:</b>	Chair
<b>Jobs Reporting:</b>	8 Laboratory Technicians, 5 casual staff
<b>Salary Grade:</b>	USG 11
<b>Effective Date:</b>	July 2020

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### **Primary Purpose**

The Manager is responsible for the management and operation of the Environmental Isotope Laboratory, its staff, equipment, student users, and many University of Waterloo and external clients, with the primary objective of developing and applying isotope technology in environmental and geological research. The Laboratory Manager makes primary operational decisions concerning the operation of the EIL and the provision of isotope analyses to its users. The impact is University wide affecting a significant number of researchers/clients. He/she is responsible for the supervision of on-going employees, trainees including research fellows and students, and follows all guidelines of the University of Waterloo policy and procedures manual.

### **Key Accountabilities**

#### **Staff Management**

- In-depth understanding of personnel matters: supervising, hiring, firing, coaching, and counseling.
- In-depth understanding of the quality assurance of the analyses performed by the lab technicians and staff. Maintains and is responsible for documentation of quality assurance and quality control.
- Maintains and is responsible for documentation of analytical/technical procedures.
- Provides day-to-day technical guidance, work coordination, mentoring and job supervision for the staff, often in highly specialized technical situations.

#### **Technology**

- In-depth knowledge: keeps the lab updated with emerging technology.
- In-depth level freedom to act; establishes service-level objectives, consults with the chair or designate (advisory committee) as to the objectives.

#### **Purchasing**

- Must be expert in understanding of and planning for the purchasing and/or upgrading of major often highly specialized equipment.
- Expert in facilitation of the installation, functionalization and maintenance of new and existing equipment while ensuring that the process is carried out in accordance with timelines as provided
- In-depth understanding of the design and manufacture of specialized parts and equipment.

#### **Operations**

- In-depth level of leadership: Ensure and maintain the day-to-day operational capability of the facility; supervise regular maintenance of the equipment; ensure the operation of the facility according to the departmental and university safety procedures; maintain an adequate level of consumables for the facility.
- In-depth understanding of all specialized laboratory equipment in order to troubleshoot and repair electronic and mechanical components.

## Job Description



- In-depth level of leadership: training of new technicians, students (undergraduate and graduate) and visiting fellows from developed and developing countries.
- In-depth understanding of the analytical results produced by the laboratory and dissemination of results: reports for clients, publications in the open literature, presentations at symposia, and short courses.
- In-depth level of accountability: include authorizing bids and quotes for potential customers, performing contract negotiations and in each case approving such contracts and proceeding with these negotiations to completion.
- Proficient in accounting: works directly with Finance and Office of Research on invoicing and accounting.
- Proficient in finance: Preparation of budgets, financial statements and other information for EIL-AC assessment. Bringing issues of concern and decisions regarding major financial expenditures (e.g. equipment, salaries and replacement or hiring of new personnel) to the EIL-AC.
- Proficient in the use of specialized software such as: Concur, Workday, Unit4, SharePoint, Isodat, MassLynx/IonVantage, and Tritium Calculation Program.

### **Promotional/Advertising**

- Proficient in promotion, advertising and fundraising, by assisting in the writing of proposals, by actively responding to the research needs of new clients and attending conferences, in order to interact with external users of the EIL.
- Proficient in maintaining liaison with faculty members, research personnel, grad students, and students; solve specific operational problems and improve technical activities of the laboratory.
- Proficient in maintaining the uwEILAB web site to reflect current pricing, procedures and analytical capabilities.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

#### **Education**

- University Degree in Science, MSc preferred or equivalent combination of education and experience will be considered.

#### **Experience**

- Managerial experience to support activities of uwEILAB.
- Advanced training and experience with stable isotope mass spectrometry, chromatography and general laboratory equipment.

#### **Knowledge/Skills/Abilities**

- Familiarity with and ability to prepare financial reports and statements.

### **Nature and Scope**

- **Contacts:** Constant contact with internal and external researchers/clients from around the world, providing technical information, pricing/quotes and logistics support.
- **Level of Responsibility:** Direct staff management of 8 full time and 5 part-time staff including hiring/firing, leadership, coaching, direction, training, 1 million dollar plus budget
- **Decision-Making Authority:** Purchasing decisions as manager
- **Physical and Sensory Demands:** Distractions, attention to detail required for financial reports and invoicing

## Job Description



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- **Working Environment:** Mostly office based but does include laboratory, constant deadlines