

Job Description

JOB TITLE:	Laboratory Coordinator	DATE:	May 4, 2017
REPORTS TO:	Administrative Officer		
JOBS REPORTING:	None		
LOCATION:	Main Campus		
GRADE:	USG 9		
DEPARTMENT:	Kinesiology		

PRIMARY PURPOSE:

The Laboratory Coordinator reports directly to the Administrative Officer and is responsible for managing the biochemistry and physiology labs within the Department of Kinesiology. The Laboratory Coordinator will have responsibility for labs that are involved in a range of activities (including cell culture, animal & human physiology, biochemistry, microscopy, epigenetics) and a use of a range of specific equipment/technologies (HPLC, GC, flow cytometers, microscopes, molecular and immunological techniques). The Laboratory Coordinator will have responsibility for managing the use of this infrastructure and continuing to advance development and implementation of best practices associated with the use of the laboratory facilities. The position will also have the responsibility for providing oversight for Health and Safety within the Department of Kinesiology and across the Faculty of Applied Health Sciences.

KEY ACCOUNTABILITIES:

1.	<p>1. Management of Research Facilities</p> <ul style="list-style-type: none"> • Manage biochemistry and physiology research infrastructure to facilitate efficient use for researchers within the Department of Kinesiology. • Manage departmental equipment to ensure appropriate and effective use by students, staff and faculty across the department of Kinesiology • Conduct annual research space review as part of the Department Space committee • Purchase research supplies and expendables using p-card and on-line ordering (currently \$20 - \$25K per month) and when necessary procurement services. • Act as primary contact for suppliers and sales reps for up to date information of new products, specials, equipment and new technologies • Provide technical research assistance such as bloodletting, biochemical analysis or the development of new analyses as needed • Liaise with outside companies when repairs are needed for core equipment; ensure a quick response time to minimize the down time of equipment for the end user. Secure maintenance contracts where appropriate. • Work with animal care technicians to facilitate research ethics, animal facility and technical training of students, staff and faculty • Serve as liaison to users of biochemistry and animal physiology lab space within the School of Population Health and Health Systems
2.	<p>2. Training and Best Practice Policies / Procedures</p> <ul style="list-style-type: none"> • Develop and implement laboratory best practice guidelines for use of infrastructure • Coordinate standard training programs for shared research infrastructure use and lab practices for graduate and undergraduate students • Provide oversight of training and supervision for delegated acts as well as facilitate review of human sample preparation protocols (eg muscle biopsy, blood sample)

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	<ul style="list-style-type: none"> • Provide supervision and oversight of shared lab with respect to user compliance to policies and procedures • Coordinate annual review of lab policies and procedures with principal investigators • Provide support for experiential learning courses (UG and Grad) focused on biochemical techniques.
3.	<p>Health and Safety</p> <ul style="list-style-type: none"> • Ensure facility inspections and safety compliance as outlined by the policies of the University Safety Office • Coordinate regular safety training sessions for lab trainees and staff • Ensure an adequate amount of faculty and staff are trained in 1st Aid response and AED training to ensure proper coverage for Kinesiology programs • Responsible to ensure all Kinesiology research and teaching labs are compliant with UW safety regulations • Ensure specific safety requirements of wet labs, including use of chemicals, radioactive, blood and body fluids, and biohazard Level II materials are met and that all research personnel have appropriate training. • Responsible to ensure the proper decommissioning of labs is complete prior to renovations starting; work closely with Health and Safety and Chem Stores in discarding hazardous chemicals etc. • Facilitate and maintain records for Delegations for Controlled Acts for Kinesiology research and teaching programs. Serve as AHS Faculty Safety officer and coordinate safety inspections and reporting Responsible to ensure all Kinesiology Department members including faculty, full time and casual staff, graduate students, summer students and visitors have enrolled and completed the on-line health and safety training requirements pertaining to individual job tasks within the department. • Develop and manage chemical inventory, as required by WHMIS 2015, for all research and teaching labs • Maintain safety training records

POSITION REQUIREMENTS:

Education: Master's degree, PhD preferred, in biochemistry or molecular biology or other related field

Experience:

- Demonstrated excellence in analytical and problem solving skills
- Experience supervising and instructing students and trainees in performing various laboratory techniques

Knowledge, Skills & Abilities:

- Specific expertise in biochemical/molecular analyses, imaging and microscopy techniques is an asset
- Qualified phlebotomist and or willingness to train
- Familiarity with animal physiology and animal care/handling protocols is an asset
- Familiarity with human bio sample protocols is an asset
- Advanced proficiency in MS Office

NATURE AND SCOPE:

- **Contacts:** Liaises internally with staff, faculty and students within Kinesiology, as well as Faculty and students from other UW departments (i.e. research collaborations). Also liaises with the Safety Office, Office Research, Central Animal Care Facility, Plant Operations, Central Stores and Procurement and Contract Services. Externally, liaises with external equipment and chemical supply vendors, medical support including but not limited to physicians, nurses, phlebotomists etc., and external research collaborations and contracts.

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- **Interpersonal Skills:** Excellent interpersonal skills both verbal and written. The ability to provide clear and concise instructions and guidance and to lead by example, while encouraging learning and research in a safe and ethical manner. Ability to work independently and cooperatively as part of a larger team research and technical support staff. This position will require effective interaction and communication with a wide range of audiences including graduate students, faculty and staff members, researchers and equipment suppliers.
- **Level of Responsibility:** Must be able to provide excellent leadership and direction to a variety of clients with a wide range of experience and skills. Must have ability to independently manage multiple priorities in a high pressured environment with changing deadlines and large volumes. The incumbent will need to enforce safe research practices and facilitate cooperative use of research facilities at all times.
- **Decision-Making Authority:** Good decision making ability to facilitate and promote the goals and objectives of the Department of Kinesiology and its programs. The incumbent will work with the guidance of the Administrative Officer.
- **Physical and Sensory Demands:** Work demand may be irregular in nature with unavoidable interruptions and some tight timelines. The position may require extended periods of standing or bench work.
- **Working Environment:** The position will be spend most of their time in research labs throughout campus.