



Environmental Science

Part of Normec

Job Description

Job Title:	Laboratory Supervisor
Department:	i2 Site Services
Location:	Northampton
Working Hours:	Normally 40 hours per week, with varying start and end times. May include occasional evening, weekend and Bank Holiday work in excess of 37.5 hours per week, for which either Time Off In Lieu will be granted or overtime paid at the Company's discretion. Will require occasional work at other locations when required in the UK and Poland
Reports to:	Lab Manager
Job Purpose:	To facilitate correct Laboratory procedures in line with relevant British and European Standards using In-house Methods, whilst maintaining i2's ethos of providing excellent customer service to clients and i2 staff members.
Role Accountabilities and Main Duties:	<p>Main Duties, Responsibilities and Authorities</p> <ul style="list-style-type: none"> • Effective management of laboratory resources • Continuous improvement of operational efficiencies and client deliverables including turnaround times • To liaise with clients on technical and commercial issues • Ensure the maintenance of the Health and Safety, Quality, Technical and commercial standards • Develop and mentor the laboratory staff • Provide inspired leadership for the organization. • Develop, implement and review operational policies and procedures. • Help promote a company culture that encourages top performance and high morale. • Work with the management team to determine values and mission and plan for short and long-term goals. • Support worker communication with the management team. <p>Key Tasks</p> <ul style="list-style-type: none"> • Strong working relationship and open communication with the Laboratory Manager, Lab Staff and other i2 teams to ensure smooth running and continual improvement associated with all activities within the laboratory • Drive the Northampton testing laboratory with responsibilities including UKAS, equipment and Delivery of test reports • Training and development of laboratory technicians to maintain a high level of staff Competency. • Effective use of staff to ensure workload and client deadlines are met where possible • Ensure tidiness and cleanliness of laboratory space • Ensure testing equipment is always in good working order, clean and calibration status is maintained



Environmental Science

Part of Normec

Job Description

	<ul style="list-style-type: none">• Ensure daily checks are undertaken and recorded appropriately <p>Job Holder Profile</p> <ul style="list-style-type: none">• Appetite for the role and acceptance of the challenge.• Sound and demonstrable technical knowledge.• Team Supervision experience.• Strong knowledge of the construction industry from materials testing background• Knowledge of working with UKAS systems• Highly client focused individual with the ability to set and achieve results• Good written and verbal communication skills• Self-motivated and reliable
Person Specification:	<p><u>Essential:</u></p> <ul style="list-style-type: none">• Close attention to detail and understanding of operating within a quality system.• Good IT Skills (Microsoft Office base, in particular Excel and Word).• Team Player.• Punctual with excellent timekeeping.• Strong prioritising and organisational skills.• Positive attitude towards changes.• Adaptability to use various in-house systems and follow procedures.• Experience of working in challenging physical environments.