



Environmental Science

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Job Description

Job Title:	Laboratory Manager
Department:	i2 Geotechnical 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 40 hours per week. Will require occasional work at other locations when required in the UK and Poland
Reports to:	General Manager, Geotechnical & Site Services
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 • To liaise with clients on technical and commercial issues • Continuous improvement of operational efficiencies and client deliverables including turnaround times • Ensure the maintenance of the Health and Safety, Quality, Technical and commercial standards • Develop and mentor staff, including but not limited to Field and Laboratory technicians and supervisors, support staff and business development. • Provide inspired leadership for the organisation. • 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. • Ensure regulatory documents are filed and monitor compliance with Standards and guidance documents. • Support worker communication with the management team. • Maintain a good working relationship with the Site Services Manager to ensure high level of service to all clients is achieved <p>Key Tasks</p> <ul style="list-style-type: none"> • Drive the Northampton testing laboratory with responsibilities including maintaining UKAS accreditation. • Responsible for equipment and staff training within the laboratory business • Training and development of laboratory technicians • Assisting IT in the Development of reporting formats • Ensure client deadlines are kept where possible



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	<ul style="list-style-type: none">• Communication with clients and staff daily• Maintenance of high level of competence for Staff and control staff turnover• Good and regular contact and close working relationship with the Poland laboratory <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 management experience• Strong knowledge of the construction industry from a 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">• Experience in a customer facing role.• 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.• Strong prioritising and organisational skills.• Positive attitude towards changes.• Adaptability to use various in-house systems and follow procedures.• Full UK Driving Licence.