Supervisor, Chemistry Unit

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Professional and Managerial Group

Supervisor, Chemistry Unit

Laboratory Services Division

Temporary full-time from February 12, 2018 to March 1, 2019
Temporary absence of the regular incumbent

Hiring #: 2018-0045

Please read the Application Instructions [1] before applying

Working under the general direction of the Manager, Chemistry Unit, the Supervisor will be responsible for ensuring the day-to-day technical operations in the Chemistry Unit, Agriculture and Food Laboratory, while following, and complying with various rigorous accreditation standards (OECD-GLP, SCC, CALA). The incumbent will play a key role in supporting Laboratory Services Division’s values: Client Centered, Integrity, Individuals Matter, Shared Responsibility, and Committed to Evolving. Supervising up to 10 technical staff within the lab, the incumbent will: foster an environment that promotes teamwork, productivity and continuous improvement; prioritize and schedule workload and resources; trouble-shoot and resolve issues within the lab section; conduct regular lab section meetings; conduct regular performance reviews, document disciplinary problems and take appropriate action in consultation with the Manager; identify training needs, schedule training programs and ensure all applicable SOP's and health & safety regulations are adhered to. In addition, the incumbent will utilize his/her technical expertise through the hands-on provision of a wide range of testing services; participate in the development, validation and implementation of new testing methodologies; monitor QC and, resolve issues brought forward through the non-conformance reporting process (CAPA), in order to support continuous improvement to client services.

Requirements of the position include:

- MSc Degree in Chemistry, plus several years of related experience, or an equivalent combination of education and experience;
- Proven leadership and supervisory skills with demonstrated ability to motivate and guide teams to perform with integrity and excellence, in a high-volume laboratory with tight client-driven deadlines;
- Proficiency in a wide range of complex and routine analytical chromatography based chemical analyses (i.e. gas and liquid chromatographic systems coupled with a wide variety of detectors, with emphasis on GC-MS/MS and LC-MS/MS systems);
- Demonstrated ability to trouble-shoot and resolve issues (analytical methodologies and instrumentation, and staff or client conflict resolution.)
- Excellent written and verbal communication skills;
- Exceptional client service skills with both internal and external clients;
- Comprehensive understanding of laboratory quality systems (i.e. ISO 17025) and accreditation requirements (i.e. OECD-GLP, SCC, CALA);
- Superior administrative, budgeting, organizational and supply management skills;
- Advanced knowledge of computer programs for analytical instrumentation, spreadsheet, data reporting, word-processing and familiarity with laboratory information systems;

Covering Position Number 486-011
Classification P06*

Professional/Managerial Salary Bands [2]

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation

Posting Date: 2018 01 29
Closing Date: 2018 02 05

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