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Professional and Managerial Group

**Laboratory Services Division**

**Hiring #: 2019-0197**

Please read the [Application Instructions](https://www.uoguelph.ca/hr) 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;
- Proven leadership in the field of drug residue analysis in food related matrices;
- 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.

**Position Number** 486-020

**Classification** P06*

[Tentative evaluation; subject to committee review.](https://www.uoguelph.ca/hr)
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.

Posting Date: 2019 04 15
Closing Date: 2019 04 23

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/supervisor-chemistry-unit

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