



POSITION DESCRIPTION

Job Title: Laboratory Supervisor

Department: Verified Lab Services

Location: Kerikeri

Reports to: Operations Manager

ROLE OBJECTIVE

To provide technical and managerial support to the Lab Operations Manager. To assist in the oversight of the day to day operations of the laboratory and its services and equipment, consulting with key staff to ensure the delivery of laboratory outcomes within required timeframes.

KEY RESPONSIBILITY: Technical

DUTIES

- Assist the Technical team with maintaining operating instruments and equipment, operating various lab equipment as necessary during busy times
- Maintain and set quality systems for proficiency requirements
- Analysis and reporting of data as required to improve processes
- To contribute to and maintain IANZ and Zespri requirements and documented procedures to ensure all results are accurate and reliable for reporting purposes.
- Become and maintain Key Technical Personal (KTP) if required
- Carry out all tests and monitoring as required

KEY MEASURABLES

- Assigned projects are implemented within agreed timeframes and outcomes meet expectations
- Ability to deliver high quality accurate work under pressure and to the appropriate party
- Management of documentation is up to date and within required timeframes
- Proficiency programmes maintained and delivered expected outcomes.
- Successful implementation of assigned projects
- Timely transfer of quality information to required parties relating to specific programmes and research/other projects.

KEY RESPONSIBILITY: People Management

DUTIES

- Training of lab supervisors and assistants, ensuring there is a good understanding of the technical requirements, and the standard of laboratory operations is upheld
- Responsible for ensuring appropriate team outcomes, satisfaction of staff, communication, and resolution of team issues
- Provide leadership and guidance to staff
- Maintain an adequality staffed shifts and manager the labs roster

KEY MEASURABLES

- Team outputs and management expectations are met
- Team functions effectively, support and guidance given as necessary
- Seasonal teams are staffed appropriately, and all recruitment processes adhered to
- All staff are trained and competent in tasks and training records are up to date and repeat work is reduced due to effective training.

KEY RESPONSIBILITY: Operational Laboratory Management

DUTIES

- To contribute to improvement ideas across the lab programme, operations and database improvements if required
- Manage workflow in the laboratory to ensure priorities are completed and the lab is running efficiently
- Assist the Lab operations Manager to ensure laboratory operations and systems meets and follows IANZ, MPI, industry and QC requirements and performs to the highest standard.
- To assist with ensuring quality assurance and quality control of the laboratory
- Due to the seasonal demands within the wider business, there will be requirements to work within the team to test and report data which involves weekend and night work with extended hours during the season
- Assist with annual review, planning and if required, annual budgets
- Health and Safety Standards are upheld, including the wearing of PPE, hazards are identified and minimised. Accident and near miss reporting processes are followed.
- Any other duties as reasonably required

KEY MEASURABLES

- Quality systems in the lab are maintained and lab procedures follow the standards.
- Support is given to the Laboratory Manager as required in a proactive manner
- Achievement of operational budgets

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Microsoft Office Suite: Advanced
- Data Analysis: Experience extracting useful information and translating it into actionable objectives
- Software/Technology: Previous experience using software and other computer based technology either in Seeka specific programmes or using a similar software platform
- Reporting: Experience producing accurate reports to set criteria
- Role specific knowledge: 3 – 5 years' experience in a similar role, this role requires highly relevant experience in a specific area of work,
- Qualifications: Requires a general degree with the scholastic skills to analyse, evaluate and interpret information
- Industry Knowledge: Experience working within horticulture or primary industry
- Process Implementation: Experience implementing company process or policy
- Numeracy: Experience working with and a good understanding of numerical or financial information
- Leadership: Able to effectively manage a team, ensuring best practice HR processes are followed.

PERSONAL ATTRIBUTES

- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues and the public)
- Analytical and conceptual thinking: Able to analyse and synthesise experience, observations and information to evaluate options and identify patterns and future possibilities
- Flexible/Adaptive/Resilient: Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change
- Team player: Able to work effectively with others to achieve an optimal outcome.
- Strong written communication skills: Able to express in a written form the key information in a succinct and professional manner
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business
- Decision Making: Ability to make sound, informed decisions quickly and to take ownership of these decisions and their outcomes.
- Professional with a high degree of confidentiality and maturity with clients and employees

SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.

Employee (name)

_____ Date:

Signed in agreement by the employee

Seeka Representative (name)

_____ Date:

Signed on behalf of Seeka Limited