



Senior Laboratory Manager
Sustainability/Environmental Science Research
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	August 2019
Type	Three-year contract
Salary	Commensurate with Experience
Employment Type	Full-time

Senior Laboratory Manager
Sustainability/Environmental Science Research

University of The Bahamas invites applications and nominations for the position of Senior Laboratory Manager of its Small Island Sustainability Research Complex (SISRC). The ideal candidate must be able to work in a dynamic, stimulating educational environment and should be self-motivated and committed to the continuous improvement of the facilities. He or she must have excellent organizational and communication skills as well as experience managing a chemical or environmental research laboratory.

The Small Island Sustainability Research Complex is comprised of approximately 12,000 square feet of research, teaching and office spaces. There are six laboratories dedicated to sustainability science research in chemical and environmental analysis; plant, soil and water sciences; laser, optical and atmospheric sciences; natural products research and development; spatial visualization and remote sensing; and plant biotechnology. Several of the laboratories at the SISRC will utilize a shared services model and will provide testing and development services for external customers. The SISRC is in the early stages of development and requires an experienced manager with a track record of working through the inevitable challenges that come with establishing a world class research and testing facility.

DUTIES AND RESPONSIBILITIES

The successful candidate will

- Oversee the installation, operation and maintenance of analytical chemistry equipment such as ICP-MS, GC-MS and HPLC as well as support systems for gas handling, vacuum and cooling.
- Establish procedures, protocols and schedules to facilitate the smooth operation of the laboratory for the benefit of external and internal customers.

- Develop a safety management plan inclusive of chemical storage and disposal.
- Work with the laboratory director to hire, train, supervise and evaluate laboratory personnel.
- Support the work of the scientific research or testing team. This may include method development and instrument customization.
- Troubleshoot and perform or oversee repairs on mechanical, electrical and electronics equipment.
- Implement systems to track purchases and inventory of equipment, supplies and consumables.
- Assist the director in ensuring laboratories are accredited as/if necessary.
- Prepare technical reports related to laboratory performance with a focus on continuous improvement, safety and financial sustainability.
- Perform other relevant duties as needed.

This description is a summary and is not intended to be all-inclusive. The duties of this position may change from time to time according to business and technical needs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

While there is no single optimal set of skill and experiences for this position, the successful candidate should be able to demonstrate proficiency or mastery of at least two of the following: electrical, mechanical, HVAC and vacuum systems.

QUALIFICATIONS:

- Master degree in a science or engineering discipline
- Minimum of eight years working in a laboratory environment as a manager
- Proficiency with standard software for office related and technical tasks.

Additional education may substitute for experience and vice versa so exceptional candidates that do not meet the degree or experience requirement are encouraged to apply.

Setting. University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

Application. Application materials should include:

1. A cover letter highlighting work experience and accomplishment relevant to the position;
2. Copies of academic certificates;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;

4. A current and complete curriculum vitae;
5. Names and contact information of three persons who can provide letters of reference;
6. Completed UB Application for Employment Form found at this link:
<https://www.ub.edu.bs/wp-content/uploads/2019/03/Application-for-Employment-Staff.pdf>

To Apply: Apply electronically at facultyapply@ub.edu.bs noting the position in the subject field. Only electronic submissions will be accepted. Attach the following documents **(in one e-file/document)** with your electronic submission: cover letter; copy of academic certificates; transcripts; curriculum vitae; contact information of three persons who can provide letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates.