

<b>JOB TITLE:</b>	<b>Senior Laboratory Manager (Sustainability/Environmental Science Research)</b>
<b>TYPE OF VACANCY:</b>	<b>Manager</b>
<b>DEPARTMENT:</b>	<b>Small Island Sustainability</b>
<b>POSITION SUMMARY:</b> <p>Candidates are being sought to fill the position of Senior Laboratory Manager (Sustainability/Environmental Science Research) at The Small Island Sustainability Research Complex. The laboratory seeks a Senior Laboratory Manager to work in a dynamic, stimulating environment in an educational institution. The successful candidate should be self-motivated and committed to 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.</p>	
<p>Reporting to the Executive Director, or Vice President the <b>Senior Laboratory Manager (Sustainability/Environmental Science Research)</b> will be responsible for:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Establish procedures, protocols and schedules to facilitate the smooth operation of the laboratory for the benefit of external and internal customers;</li> <li>• Develop a safety management plan inclusive of chemical storage and disposal;</li> <li>• Work with the laboratory director to hire, train, supervise and evaluate laboratory personnel;</li> <li>• Support the work of the scientific research or testing team. This may include method development and instrument customization;</li> <li>• Troubleshoot and perform or oversee repairs on mechanical, electrical and electronics equipment;</li> <li>• Implement systems to track purchases and inventory of equipment, supplies and consumables;</li> <li>• Assist the executive director in ensuring laboratories that the obtain the relevant accreditation(s) and the appropriate ISO standard(s);</li> <li>• Prepare technical reports related to laboratory performance with a focus on continuous improvement, safety and financial sustainability;</li> <li>• Perform other relevant duties as needed;</li> <li>• 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.</li> </ul>	
<b>QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>• Master's degree in a science or engineering discipline;</li> </ul>	

- Minimum of eight years working in a laboratory environment as a manager;
- Proficiency with standard software for office related and technical tasks;
- Experience with research-based laboratory management;
- Ability to work collaboratively with all levels of faculty, staff, students and external clients;
- Exceptional verbal and written communication, and organizational skills; and proficiency in Microsoft Office programmes;

**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.**

**SUBMISSION OF MATERIALS:**

- Materials should be submitted electronically, attention Office of Academic Affairs, University of The Bahamas via e-mail at [facultyapply@ub.edu.bs](mailto:facultyapply@ub.edu.bs) by 27<sup>th</sup> April 2022;
- Send all documents together, including: (a) Cover letter describing the candidate's suitability for the position; (b) Copies of academic qualifications; (c) Up-to-date transcripts; (d) Up-to-date curriculum vitae, including details of experience; (i) Three name of references; and (j) a completed [UB Staff Application Form](#).
- **Please note the position in the subject field of the email.**

**Hard copy submissions will not be accepted.**

<b>SALARY SCALE:</b>	<b>Contractual</b>
<b>REPORTS TO:</b>	<b>Executive Director, Small Island Sustainability</b>
<b>APPLICATION END DATE:</b>	<b>27<sup>th</sup> April 2022</b>
<b>DATE PUBLISHED:</b>	<b>30<sup>th</sup> March 2022</b>

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position*

***To inquire about this position please direct emails to [vpaa@ub.edu.bs](mailto:vpaa@ub.edu.bs)***