

York EMC Services Ltd Job Description

Document Issue Number: FOUR DRAFT **Last Reviewed:** January 2010

Job title: Laboratory Manager

Primary Location: YES operated laboratories

Summary of function: To take responsibility for the management of all aspects of laboratory activities.

Reports to: Operations Director

Managing people:

- To act as Line manager for Test Laboratory staff
- To monitor the performance of laboratory staff and perform formal staff appraisals.
- To ensure that all staff perform their duties in accordance with the Company's HSW policy.
- To possess and display the appropriate knowledge, skills and behaviours required by YES of its Line Managers

Managing resources:

- To allocate resources for maximum benefit.
- To allocate engineering staff required, as necessary, to assist in other areas of the business.

Managing operations:

- To manage the activities of the laboratory in line with the company's strategic commercial and development plans.
- To liaise with the Regional Technical Sales Manager to achieve the company's strategic and commercial development plans.
- To implement company policies within the laboratory.
- To manage the test scheduling.
- To manage the preparation of quotations, test documentation and invoices.
- To approve quotations, test documentation and invoices.
- To liaise with customers, organise meetings, and deliver presentations as necessary.
- To be responsible for the customer care activities for the laboratory.
- To represent the laboratory and report on its activities at management meetings.
- To make presentations or give lectures as part of workshops, short courses and the Continuing Education activities provided by the Company.

Managing information:

- To be conversant with the requirements of UKAS as embraced by ISO17025.
- To identify potential areas for development.
- To keep abreast of relevant developments within the compliance industry.

To perform any other duties which may reasonably be expected of the postholder
To ensure that he/she obtains and maintains the requisite competences to perform his/her duties (eg technical, PTS etc) and carries out his/her duties in accordance with all YES policies, procedures and processes, including, but not limited to, the Health & Safety at Work Act (1974)

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Desired experience:

7 years related experience

Desired qualifications:

| 2i Honours Degree (BSc/BEng). MSc/MEng. CEng. MIET/MIEEE