

JOB DESCRIPTION FORM

JOB TITLE: Senior Scientist

COMPANY: Weatherbys Scientific

REPORTS TO: Laboratory Team Lead

Senior Scientist Job Description

The Senior Scientist will report to the Laboratory Team Lead and will assist in coordinating daily operations of the Laboratory, whilst ensuring that all activities are conducted to the highest standards. This role will assist the Laboratory Team Lead in ensuring that all lab activities are in line with health and safety policies and documented standard operating procedures.

Specific Responsibilities

- To perform routine and specialist analytical testing on a range of biological samples.
- To support all activities related to DNA isolation, biobanking, genotyping and real-time PCR platforms and any other test activity maintained by the lab.
- To assist the Laboratory Team Lead in the coordination and management of Laboratory operations and service delivery within Weatherbys Scientific.
- To assist the Laboratory Team Lead with the management of all members of the operational team including areas such as work schedules, performance, training & development, housekeeping, safety, quality, and documentation to ensure the laboratory is run at maximum efficiency.
- To coordinate the onboarding and training of laboratory scientists and other trainee scientists when required.
- To support all activities related to DNA isolation, biobanking, genotyping and real-time PCR platforms and any other test activity maintained by the lab.
- To perform routine and specialist analytical testing on a range of biological samples.
- To ensure that all processes and systems in place to ensure quality of service is delivered and maintained to the expected level at all times.

The above is not a definitive list of your duties and you may be required to perform additional tasks as necessitated by your changing role and in line with company objectives. This job description will be reviewed as part of the annual performance review process.

- To assist with any customer related query and lead the investigation of any complaint, liaising with their team to problem solve these queries if needed.
- To complete a satisfactory RCA and close out of incidents/CAPAS for any non-conforming work.
- To work with the Laboratory Team Lead to identify any opportunities for improvement of quality/service and work with the team to coordinate continuous improvement initiatives to ensure all tests are functioning optimally.
- To support the Laboratory Team Lead to ensure the laboratory is functioning within the prescribed financial budget.
- To work closely with the Quality Manager, to ensure that working practice within the laboratory is in line with ISO17025 standards and/or other relevant accreditations.
- To ensure that working practice within the laboratory is in line with company Health and Safety regulations.
- To ensure equipment is properly maintained and in the event of a breakdown that it is repaired in accordance with company procedures (with reference to timeliness, quality and cost.)
- To assist in the optimization and maintenance of consumable inventory levels.
- To support and assist in the validation of all new tests methods.

Communication - duties to include:

- Regular communication and reporting to Laboratory Team Lead and Operations team.
- Regular presentations to the Laboratory Team Lead and other department leads to review department performance etc. when required
- To communicate with clients to review and evaluate data if required.
- To liaise with management, customers and other members of the business on any relevant problem areas or enhancements to the business when required.

Training and Development - duties to include:

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- To support the Laboratory Team Lead in maintaining high standards of morale and culture that assist in the delivery of a quality service.
- To assist in the implementation of programs to assure the competency of the team by coordinating orientation, staff development and continuous education.
- To have in place a current personal development plan and a professional portfolio.
- To actively review and participate in different projects for Continuing Professional Development.
- To maintain and develop personal, technical and managerial skills by attendance at appropriate courses, meetings and conferences.
- To participate in annual performance and development appraisals and agree on personal targets and objectives with Laboratory Team Lead.

Senior Scientist Job Description Agreement:

I, (Print Name)..... Confirm that the job description above has been discussed with me and is an accurate and up-to-date account of the duties and responsibilities and skills/qualifications required to undertake the post.

Senior Scientist Signature:

Date:

Laboratory Team Lead Signature:

Date:

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