

## POSITION DESCRIPTION

**Title of position:** Team Leader – Analytical Projects

**Reporting to:** Trace Laboratory Manager

### Overview:

This role applies technical and analytical skills as part of a team providing an efficient and effective analytical service to clients from the food and beverage sectors. These services include analysis of components such as faults and taints, agrochemical residues and quality markers. This role is focused on the overall coordination of project work, undertaking validation of methods and data analysis on advanced LC-MS and GC-MS instrumentation.

### Qualifications:

A relevant degree in Science - such as BSc (Hons), BSc (PhD) or relevant industry experience.

### Essential experience:

- At least three years' experience undertaking analysis in a relevant area (e.g. food, beverage or pharmaceutical sectors).
- Knowledge of commercial laboratory practices.
- Experience in data processing using Agilent MassHunter software or similar.
- Experience in troubleshooting LC-MS/MS instruments.
- Experience in validation of analytical methodology.
- Advanced skills in scheduling and project coordination.
- Proven experience to work with tight deadlines and effectively prioritise.

### Desirable experience:

- Experience with the requirements of advanced laboratory accreditation programs such as NATA ISO17025, GLP (under the OECD guidelines) or similar.
- Experience in troubleshooting the following instruments: GC/MS and GC-MS/MS.
- Experience in modernising and improving the efficiency of current methods and technology on LC-MS/MS, GC-MS and GC-MS/MS.
- Experience in validation of computerised systems.
- Experience with formal report writing for validation and/or project work.

**Principal accountabilities:**

1. Assist the Trace Analysis Team Leader in workload coordination for the project and validation work, including scheduling and daily delegation of tasks, in order to maintain an efficient and effective analytical service.
2. Perform analyses of trace residues and components in samples submitted to the Trace Analysis Laboratory in accordance with the standard operating procedures.
3. Perform validation of computerised systems and analytical methods, as required, including the preparation of the final reports.
4. Maintain approved signatory status and coordinate the checking and reporting of analytical results, including non-routine and contract work, in consultation with analytical laboratory staff.
5. Act in the role of Trace Lab Team Leader or Trace Analysis Laboratory Manager in his/her absence and the back-up Principal Investigator (PI) for GLP studies in line with those responsibilities delegated in the Affinity Labs Laboratory Quality Manual (LQM).
6. Assist with modernising and improving the efficiency of current analytical methods.
7. Assist with preparing quotes for non-routine and contract work in collaboration with the Trace Analysis Laboratory Manager and/or General Manager – Commercial Operations.
8. Assist in drafting and reviewing relevant risk assessments and standard operating procedures, including the costing review of routine analyses.
9. Contribute to the maintenance of the NATA ISO17025, GLP recognition and quality systems by performing analyses according to agreed quality parameters; performing calibrations and maintenance of equipment according to relevant schedules; and complying with instructions as detailed within the quality manual or other related documents.
10. Assist in conducting analytical and administrative tasks required for the routine management of the Affinity Labs laboratories including entering and checking of results, general maintenance and training of new and existing staff in laboratory procedures, as required.
11. Undertake other duties as directed by the Trace Laboratory Manager, General Manager – Commercial Operations or Managing Director.
12. Accept that all intellectual property, patents and discovery arising during the course of employment at the AWRI remain the property of the AWRI.

**Person specification:**

1. Well-developed communication skills, both verbal and written, to facilitate understanding of technical matters by a range of people both internal and external.
2. Strong analytical and problem-solving skills.
3. Efficient time management skills.
4. Excellent interpersonal skills to be able to work effectively in a team environment.
5. Detail-oriented with a commitment to quality.
6. Initiative and the capacity to self-motivate.
7. Ability to work well under pressure.

**Workplace Health and Safety responsibilities:**

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.