

Role Description

Title- Laboratory Manager

Based – Lae

Description of role

- The Laboratory Manager role is to ensure the laboratory is operated in a safe efficient manner.
- The Laboratory Manager is responsible for developing the laboratory staff to work at their full potential.
- The Laboratory Manager is responsible for developing and maintaining productive relations with clients
- The Laboratory Manager is responsible to develop new business opportunities for the laboratory's services.
- The Laboratory Manager responsibility is to ensure the management of Dunlop PNG is kept up to date as to operation of the laboratory, the development of clients and any problems arising in the operation of the laboratory.
- The Laboratory Manager is responsible for maintaining the Laboratories ISO 17025, 9001 and other certifications
- The laboratory Manager is responsible for ensuring systems are in place and are maintained to identify deviations in the quality of the laboratory services and analyses.
- It is the responsibility of the Laboratory Manager to ensure the Laboratory staff are aware of the need for impartiality in performing their roles.
- The Laboratory Manager is responsible for ensuring the instruments in the laboratory are fit for purpose, are routinely maintained, and replaced as required to ensure the laboratory efficiency, accuracy and precision is achieved.
- The Laboratory Manager is required to recommend to the Dunlop management when new analyses should be added to the laboratory analysis suite.
- The Laboratory Manager may be required to conduct lubricant and lubrication training course for clients and others from time to time.

Qualifications

- It is expected the incumbent will hold a bachelor's degree or Diploma in Chemistry or Engineering.
- Have held a senior role in an operating laboratory
- To successfully manage this role the incumbent will need to have worked in the lubrication industry or allied industries for at least 5 years, have a good understanding of machine operation and have a good knowledge of used oil analysis and diagnostics.
- Have a good understanding of water chemistry and microbiology
- Excellent computer skills, and the ability to work at a high level with excel, word and power point.
- The incumbent must be fluent in English both written and verbal.

Working Conditions

- The role is salaried, and it is expected that a 5 1/2 day working week, however it is expected that the incumbent will work what hours are required to reasonably required to complete the role.

- A company vehicle
- Accommodation support, and reasonable support with household utilities.
- This role attracts 4 weeks annual leave this to be taken by mutual arrangement with Dunlop
- Paid sick leave will be allowed with production of a doctor's certificate up to 9 days per year
- Return airfares to point of hire.

Key Duties

- Assume overall responsibility for the operation of the used oil Laboratory in Lae, the bottling and Blending plant and providing QC for the Fuel Extender plant.
- Ensure all safety procedures are up to date and always followed
- Ensure all procedures in the laboratory quality manual are maintained and followed
- Develop and maintain a maintenance program for all instruments to ensure they are always available for use and remain certified.
- Review at least annually and update as required the laboratory safety procedures.
- Review at least annually and update as required the safe working procedures for each task performed in the laboratory.
- Maintain ISO 9001, ISO 17025, and other accreditations
- Review the performance of each laboratory staff member annually and develop individual improvement plans.
- Prepare and deliver to Dunlop management the monthly KPM for the operation of the laboratory.
- The Laboratory manager is required to develop an annual budget and operate within it.
- As required carry out Used Oil Diagnostics on customer samples before release.
- Develop the Laboratory engineers to provide support in carrying out their roles.
- As required provide technical support to Dunlop sales staff and clients
- Other duties as assigned by your manager.