

Position Description

Senior Chemical Analyst/QA Manager

Job Title:	Senior Chemical Analyst/QA Manager		
Company:	Kiwicare Corporation Ltd		
Location:	CHC		
Direct Reports to:	Chief Chemist		
Prepared by:	Approved by:		Date Prepared: 02/12/11
Type of position	Full time	X	
	Part time		
	Contractor		
	Casual		
Impact Dimensions:	Production, Laboratory and QA, external analytical clients and suppliers.		
Purpose of the position:	<ul style="list-style-type: none"> To drive the safe and efficient running of the laboratory QA function. To provide analytical and QA leadership in the laboratory To build sales of analytical services 		
Responsible for:	<ul style="list-style-type: none"> Producing high quality and reliable chemical analytical results Running the laboratory QA system effectively and efficiently. Proactively develop the laboratory QA systems and contribute to the development of the Company QMS. Drive continuous improvement in area of responsibility Be an outstanding service provider for internal clients Provide timely and pragmatic QA Providing leadership to other lab users in laboratory safety and tidiness Provide chemical analytical leadership. Manage the laboratory consumables Manage our analytical services suppliers Expand appropriately our sales of analytical services. Manage the relationships between Laboratory QA and the other parts of the Companies. Manage junior staff Provide technical support for the laboratory equipment base Providing technical support and input into other areas of the Companies as required. 		
Authorities	Purchasing authority for consumables on specified budget codes subject to single transaction and cumulative limits.		
Examples of what success in this post would look like?			
<i>Provide chemical analytical leadership</i>	Example KPI analysis times reduced by method development (AAT)		
<i>Proactively develop the laboratory QA systems and contribute to the development of the Company QMS.</i>	Example KPI analysis times reduced by method development (AAT)		
<i>Running the laboratory QA system effectively and efficiently</i>	Example KPI sample turnaround time (STT) and QA Returns (QAR) low		
<i>Expand appropriately our sales of analytical services</i>	Example KPI increasing external income		
<i>Manage the relationships between Laboratory QA and the other parts of the Companies</i>	Example KPI		

Relationships	Internal	External	
	<ul style="list-style-type: none"> • Production Manager • Technical Services Manager • Chief Chemist (report) 	<ul style="list-style-type: none"> • Analytical Customers • Laboratory Suppliers • 	
Supervises	Junior staff and temporary staff		

PERSON SPECIFICATION

	ESSENTIAL	PREFERRED
	<p>A higher qualification in chemistry or analytical chemistry</p> <p>Experience of chemical analysis in a laboratory setting</p> <p>Ability to work safely and reliably in a laboratory environment</p> <p>Experience of running a laboratory QA system (e.g. NAMAS, or ISO14001...)</p> <p>An analytical view of laboratory testing and results.</p> <p>Results orientation and good judgement</p> <p>A practical knowledge of method development</p> <p>Proficient in Microsoft Office applications</p> <p>A practical and rigorous knowledge of statistics as applied to chemical analysis.</p> <p>A practical knowledge of mathematics and mathematical application.</p>	<p>A technical or biological qualification</p> <p>Technical experience in equipment maintenance</p> <p>QA Experience in an industrial setting</p> <p>Previous experience in GC, HPLC, analytical UV-VIS, and IR.</p> <p>Experience of biological testing and QA</p> <p>Experience of developing a laboratory QA system (e.g. NAMAS, or ISO14001...)</p>