



Early Shift - Laboratory Shift Leader

Due to continued success, growth, and new services, a Laboratory Shift Leader vacancy has arisen in our ISO 17025 accredited chemical laboratory, at Odiham, Hampshire. This is an Early Shift, permanent, full time position. The Shift Leader is responsible for the day-to-day supervision of laboratory staff and laboratory operations. This responsibility will be shared with the Laboratory Supervisors. This role involves training staff as needed and ensuring that the training records are up to date. The Shift Leader will have full responsibility for the team and laboratory in the absence of the Laboratory Manager/Supervisors. They will also be required to carry out laboratory-based duties, e.g. prepare and test fluids, fuel or debris etc., to enable the results to be reviewed, checked and then reported to the Client in line with the requirements specified in the Quality Control Manual. Some of the duties are listed below:

- ensure the smooth running of the laboratory and laboratory teams;
- carry out staff appraisals in a timely manner;
- preparation of chemical solvent and control/calibration of samples;
- preparation of test samples and sample testing;
- maintaining quality control checks;
- interpreting test results;
- maintaining good laboratory practices and assisting with general housekeeping duties;
- disposal of used chemicals and test samples.

We are looking for applicants who are enthusiastic, motivated, with a willingness to learn, who are able to use their initiative, and think independently. The successful candidate:

- should normally hold a degree in a scientific discipline, normally Chemistry;
- should have substantial analytical and testing experience, with normally a minimum of 5 years laboratory experience at senior level;
- must be prepared to work outside the standard working hours per week to ensure that lab operations are constantly supported;
- must be able to work and communicate effectively with all levels of staff and Clients;
- must have a logical and analytical approach to ensure day to day issues are resolved quickly and effectively;
- must be PC literate and have some experience in the use of Microsoft Office, and
- should be familiar with and committed to quality assurance.

In exceptional circumstances, and only when this would not impair the validity of the laboratory test results, the job holder may be appointed on wealth of experience alone.

The 37.5 hours per week, 7.5 hours per day, will be worked as an Early Shift starting between 6:00 – 7:00 am and finishing between 2:30 and 3:30 pm (to be agreed), Monday to Friday. However, the work will also be arranged to cover Saturday working, with a weekday off in lieu, one week in four.

You will be joining a stable and well-established organisation in state-of-the art offices, offering a very comfortable working environment, with a purpose-built laboratory facility. In the busy laboratory and your day-to-day tasks, over time you will have the opportunity to use a variety of test methods and equipment. Other benefits include annual leave 28 days rising to 33 days pa pro-rata (inclusive of Bank/Public holidays), work related contributory pension scheme, free Wi-Fi and on-site parking. Further details are available at www.spectro-oil.com/laboratory-services.html.

Please apply with your latest detailed CV, a covering note, and an indication of your salary expectations, via email to: recruitment@spectro-oil.com.