

HR-002 JOB DESCRIPTIONS

HR-CT0.01	<i>Hortus Technical Services Pty Ltd</i> Job Description	Prepared by: QA
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POSITION TITLE: **Laboratory Manager**

REPORTS TO: **General Manager**

SUPERVISES: **Laboratory Staff**

Company Overview

HORTUS IS AN INTEGRATED AGRICULTURAL COMPANY LEADING THE WAY IN THE DELIVERY OF WORLD CLASS TECHNICAL SERVICES FOR HORTICULTURE AND AGRICULTURE.

OVERVIEW OF RESPONSIBILITIES

Responsible for the coordination and management of all activities relating to Hortus Technical Services Pty Ltd Laboratory.

KEY RESULT AREA

1. Preparation of monthly KPI's for laboratory operation, and assistance with company KPI's in collaboration with other departmental managers
2. Obtain NATA accreditation
3. Build on sample throughput, efficiency, accuracy and turnaround time as per KPI's for plant, water and soil tests.
4. Responsible for implementing laboratory quality control according to ASPAC proficiency and NATA Standards
5. Planning both in the short and long term, the efficient use of team personnel, equipment and materials. Provide supervision to maximize team productivity as per KPI's.
6. Responsible for the coordination of employees work including staff rosters and allocation of duties as per departmental KPI's
7. Purchases goods and services for the Laboratory ensuring that the products purchased are at the best price relative to quality, quantity and delivery requirements.
8. Maintain and develop laboratory manuals and procedures and SOP's, research new laboratory procedures and techniques and implements these if required.
9. Provides specialized technical guidance and advice to agronomists
10. Liaise between laboratory staff, Admin, finance and technical services.
11. Responsible for maintaining and managing the companies various databases in association with the Technical Services Manager
12. Perform other duties as required

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- 13. Obligation to act responsibly and perform work duties in accordance with Work Place Health & Safety standards and Environmental management policies. Ensure that team members follow Health, Safety and Environmental regulations and procedures.
- 14. Comply with all company policies and procedures.

REQUIRED QUALIFICATIONS:

- ◆ Tertiary qualifications in Science/Chemistry/Biology
- ◆ 3 + years experience in a laboratory.
- ◆ Experience with database functionality

CAPABILITY & EXPERIENCE:

- ◆ Ability to establish and sustain excellent working relationships with managers and other team members.
- ◆ A high degree of motivation and initiative.
- ◆ High level of communication skills including the ability to prepare written reports.
- ◆ Proven interpersonal skills
Task-oriented with attention to detail

CONTINUING TRAINING:

- ◆ Training requirements will be discussed, agreed and documented during the employee's annual appraisal.

EMPLOYEES SIGNATURE:

NAME:

DATE:

MANAGERS SIGNATURE:

NAME:

DATE: