



### **Internal recruitment:**

#### **LAB MANAGER**

#### **Job description:**

Employees allocated to this classification will be involved in the administration of scientific research and open-space laboratories. Lab Manager is responsible for the effective management, operation, and safety of these laboratories. They coordinate activities, provide technical support, and oversee staff.

#### **Duties and Responsibilities:**

1. Coordination and management of activities and programs within a laboratory facility;
2. Records management for all activities and programs, as necessary;
3. Technical support provision for laboratory equipment and supplies;
4. Overseeing safety and security of laboratory facilities including maintaining current knowledge of all relevant protocols, regulations, standards, and safety procedures as well as developing and maintaining standard operating procedures;
5. Advisory, guidance, and direction on operational activities with institutional regulatory guidelines;
6. Inventory management such as selecting, purchasing, storing, and allocating of laboratory equipment and supplies;
7. Responsibility for laboratory equipment and supplies including inspecting, maintaining, and troubleshooting;
8. Financial activities management and assistance in the preparation of budget estimates;
9. Collaboration with research teams and stakeholders;
10. Communication of implemented changes in regulatory guidelines as well as trends and developments in techniques and technology relevant to the field;
11. Protocol manuals maintenance and updates.

#### **Minimum acceptable qualifications:**

1.
  - A. Master degree in life sciences, chemistry or other closely related to the position

**AND**

**two (2) years (24 months)** of work experience in a laboratory or similar setting closely related to the position

**OR**

- B. Any combination of education and/or work experience totaling **five (5) years (60 months)**.
2. One (1) year (12 months) of supervisory and/or administrative experience.

*NOTE: A Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year (12 months) of work experience.*

#### **Knowledge, skills, and abilities**

1. Knowledge of basic business and management principles involved in strategic planning, resource allocation and coordination of people and resources.
2. Knowledge of applicable safety requirements.
3. Knowledge of laboratory equipment, related supplies, computer hardware and software, and their applications.
4. Skill in utilizing organization and time management and in effectively managing multiple priorities on a daily basis.
5. Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience (in Polish and English).
6. Ability to analyze and develop guidelines, procedures and systems to outline specific goals and implement plans to prioritize, organize, and accomplish tasks.
7. Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
8. Ability to interpret work related documents, policies, and procedures.
9. Ability to manage a budget and work within the constraints of that budget.

#### **Benefits:**

1. Lab Manager position allowance.
2. Possibility of salary negotiation.
3. Competency development through trainings and site visits.

#### **Application documents required from candidates:**

1. A cover letter stressing on the candidate's strongest points.
2. CV including all the relevant achievements (e.g., list of methods).
3. Other documents which, in candidate's opinion, may turn out to be relevant for the consideration of her/his candidacy

#### **Final remarks:**

1. IAR&FR is simultaneously recruiting externally for the above-mentioned position.
2. Candidates from internal recruitment will be assessed in the same way as those from external recruitment.
3. Interviews will be conducted with selected candidates.
4. Selected candidates will be informed about the date of the interviews.

5. The Institute reserves the right to terminate the recruitment earlier or extend it without giving a reason.
6. The final decision to hire a person selected in the recruitment process is made by the Director of the IAR&FR.

**To apply**

- Applications should be sent to e-mail address: [j.papurzynska@pan.olsztyn.pl](mailto:j.papurzynska@pan.olsztyn.pl)
- Deadline for sending the documents: **JUNE 21 2024**
- Providing your personal data is voluntary.