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Job title: Analytical Manager

Reporting to: Managing Director

Direct reports: Analytical Chemist

Main duties

Health & Safety

Based in our leading-edge laboratory facility, the Analytical Manager will be responsible for fostering a culture of safety awareness and safe systems of work. This includes ensuring that the handling and storage of chemicals is carried out according to COSHH requirements at all times.

Naturally, in this role you will be required to lead by example, working in a manner that ensures the safety of themselves and others.

Analytical Chemistry

Key responsibilities include, managing the analytical chemistry department, maintaining supplies of laboratory stocks and consumables, carrying out general laboratory maintenance and ensuring good standards of housekeeping by all team members. This will include but not be limited to preparation and cleaning of workstations and quality control checks on ICPMS, HPLC and GC-MS equipment.

You will be hands on, involved in the preparation of samples for analysis using appropriate extraction techniques as well as the preparation of standards for calibration of Heavy Metals, Cannabinoid and Terpene tests.

Specific testing responsibilities will be:

- Testing of cosmetics for heavy metals content using ICPMS.
- Testing of CBD extracts and products for cannabinoid content using HPLC.
- Testing of CBD extracts and products using GC-MS to analyse the terpene profile.

You will be expected to document and analyse results and communicate them in a timely manner to quality management teams and customers. And where necessary, you will be tasked with developing and validating new methods per customer and commercial requirements.

Quality & ISO 17025

At ADSL we place a huge importance on the quality and compliance of our systems and processes. As Analytical Manager you will hold a vital role in maintaining current accreditation for chemical analysis and participating in extension to scope projects. You will also help to maintain the Analytical Chemistry section of the company Quality Management System and assist in the determination of the root cause of any non-conformances, however found.

Expertise/Experience

A suitable candidate for the role of Analytical Manager be able to demonstrate:

- Experience of managing in an accredited analytical chemistry laboratory.
- Significant practical experience using one or more of ICPMS, GCMS and HPLC.
- An ability to work unsupervised and effectively prioritise own workload Experience of working in and leading teams Experience of Quality Management Systems.
- Experience of planning and undertaking validation exercises
- Computer literacy (Word, Excel etc.)

Commercial awareness

Due to the challenges of the role, you will require excellent organisational, communication and analytical skills. Experience of interacting with a variety of stakeholders, customers and suppliers is beneficial along with great communication skills.

General

In general you will be required to assist in other areas of the business according to commercial requirements and to help grow the business through introduction of new customers and new analytical chemistry tests.