



JOB DESCRIPTION

JOB TITLE: Senior Scientific Officer

SALARY SCALE: S8

SECTION: Technical

REPORTS TO: CEO

SUPERVISES: Senior Laboratory Assistants, Laboratory Assistant, Technical Assistant, Laboratory Attendants and Scientific Officers working in the section of the laboratory

JOB SUMMARY:

Plans for the routine functioning of the daily laboratory tasks and duties. Performing laboratory testing and verification as required within the laboratory.

Develops and Implements Quality Management System. Selection and Procurement of equipment and supplies.

CORE RESPONSIBILITIES

- Ensures that the laboratory and office areas are in a state consistent with good laboratory and office practices;
- Develops, implements and maintains the quality assurance systems;
- Ensures that the safety protocols are adhered to by all personnel in the laboratory;
- Receives, documents and distributes samples for analysis;
- Conducts performance appraisals in the required time period in accordance with the agreed guidelines.

- Analyses samples in accordance with documented protocols and procedures;
- Provides, signs and issues laboratory reports;
- Prepares Monthly Report;
- Researches, documents and implements methods of analysis;
- Oversees the training of new and junior staff to ensure that they possess the knowledge and skills to complete their duties;
- Performs audits of the Quality Management System
- Maintains the monthly inventory of reagents, supplies and equipment to guide in the preparation of orders;
- Prepares orders for the laboratory;
- Makes recommendations to the CEO and Scientific Advisory Board with respect to instrumentation, apparatus and other information for budget preparation and execution;
- Represents the BLL Inc. at meetings, seminars and other events, locally or overseas, ensuring that the policies, position and interests of the company are advocated and upheld;
- Communicates to the CEO and Board any difficulty, which prevents the carrying out of assigned duties in a timely manner;
- Any other related duties.

Qualification and Experience:

A postgraduate degree in Biomedical Science, Natural Science or related discipline and not less than five years post graduate experience.

Skills/ Abilities:

An understanding of the principles of quality assurance and the requirements of ISO/IEC 15189

Proficiency in Microsoft Office

Following of oral and/or written instructions

Good oral and written communication skills

Paying attention to detail

Working well under pressure

Good Time Management

Working well without close supervision

Keeping abreast with current scientific information

Knowledge Requirements: Knowledge of the vision and mission of the BLL Inc

Role and function of the Barbados Living Laboratory

Good working knowledge of the specific instrumental applications and computer programmes required for the analyses required in the section.

(Supervisory Management)

Safety and Health at Work Act 2005-12

On the Job Training: Molecular, immunology, bioinformatics, and microbiological techniques, human resource management;

Physical Environment: Work entails the use or handling of biological materials, hazardous chemicals and micro-organisms

Work is carried out in a temperature-controlled environment

Work involves standing for long periods

Is expected to report for duty outside of normal working hours during an emergency

Desirable Traits: May be required to work outside of normal working hours occasionally;

Ability to get along well with others

Team oriented individual;

Must demonstrate a willingness to share information and knowledge;

Hours of Work: Normal working hours are 8:30 to 4:30 p.m.

