

## Laboratory Manager

Job Reference: LMSci2019  
Posted: September 2019

Location: London, UK  
Weekly Hours: 40

### **The Role**

At DNA Electronics Ltd, we are integrating cutting-edge semiconductor technologies with novel biochemical techniques to develop products for DNA analysis and molecular diagnostics

We are currently looking to hire additional outstanding talent to join the existing multi-disciplinary NGS platform development team, filling key roles in the rapidly expanding program. The specific role described here is for a Laboratory Manager.

This role reports into the Senior Director of NGS R&D.

### **Responsibilities – General**

The successful candidate will be responsible for the overall maintenance of the laboratories and workshop areas and the equipment they contain. Reporting to a senior member of the Science Team, the role will support the Research and Development Teams by ensuring the smooth day-to-day running of the labs. A key aspect of the role will be to provide a contact point for stakeholders across the business to communicate any laboratory or workshop related issues.

Specific responsibilities of the Laboratory Manager include;

#### **Laboratory management:**

- Maintaining schedules for equipment calibration and maintenance
- Liaising with external suppliers to organise visits and deliveries
- Completion of required documentation in accordance with Quality System requirements
- Packaging and shipping equipment as required
- Preparation of User Requirement Specifications and asset tagging of new equipment
- Continual review and revision of laboratory procedures as required to ensure documentation is up to date and fit for purpose

- Assisting Research and Development Teams with installation and maintenance of custom-made laboratory instrumentation
- Participating in amplicon control activities
- Maintaining stocks of consumables in laboratories
- Maintaining budget for laboratory maintenance and consumables
- Co-operating with the Quality Department to support inspections by regulatory bodies
- Supporting Facilities Department as required

#### **Laboratory Health and Safety:**

- Perform COSHH assessments and maintain records
- Control of Duty Free Spirit
- Compressed gases and associated infrastructure
- Induction of new staff into laboratory areas

#### **Person Specification**

We are looking for people with drive, enthusiasm and a solid work ethic who strongly desire to play a key role in the creation of a paradigm shifting platform that will have major impact on the health and wellbeing of patients around the world. The successful candidate must have the ability to deliver effective solutions to challenging problems in a fast-paced environment with adherence to tight timelines. Further, the successful candidate must be a team player who interacts well with a variety of colleagues. They must be a strong and proactive communicator, willing to step in and take on additional responsibilities as they arise to ensure the smooth day-to-day running of the laboratories, in order to achieve timely success of the project.

#### **Qualifications and experience**

##### **Required:**

- BSc or MSc in related discipline, e.g. Molecular Biology, Biochemistry, Biotechnology, Chemistry etc.
- Demonstrable experience in management of a laboratory, preferably in the Medical Device/Biotechnology industry
- In-depth knowledge and practical experience of GLP and GMP
- Experience managing complex laboratory documentation, including equipment records
- Experience liaising with external suppliers and organising laboratory maintenance/calibration visits
- Solutions-focused, with demonstrable problem-solving ability
- Excellent communication and interpersonal skills
- Accuracy, consistency of approach and a keen eye for detail
- Ability to cope with high workloads and changing priorities
- Strong time-management and organisational skills



### **Desirable:**

- Experience working in a Molecular Biology laboratory within a Research and Development environment
- Direct experience and knowledge of ISO 13485 quality standard and FDA regulations
- Ability to make impartial and independent decisions, and to handle confidential information appropriately
- Experience working as a Health and Safety Officer, particularly with regards to laboratory H&S requirements

### **Location**

This role will be based in DNA Electronics headquarters, in West London at White City, London, UK.

### **Apply**

If you believe you meet the above criteria and would relish playing a key role in developing a revolutionary technology, we would be delighted to hear from you.

We offer a competitive compensation package to successful candidates.

Please email your CV , making a note of your salary expectations and availability in the email to: [careers@dnae.com](mailto:careers@dnae.com) quoting the **job title and your name** in the subject line.

For more information about DNAe, please visit our website [www.dnae.com](http://www.dnae.com)

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