



**Faculty of Engineering
Office of the Dean**

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Lab Operations and Personnel Manager

- 📍 University of Victoria
- 📅 Full time
- 🕒 Posted May 25, 2023

Employment Group

Staff- non union, Grant/VPAC-funded

Job Title

Laboratory Operations and Personnel Manager

Department

UVic | Faculty of Engineering and Computer Science | Mechanical Engineering

Compensation

\$50,000 CAD gross annual (including benefits such as EI, CPP etc.) Perks: 4% annual vacation pay. For opt-in health and dental benefits, see policy:

<https://www.uvic.ca/hr/assets/docs/benefits/GrantFundedBenefitSummary.pdf>

Posting End Date

June 30, 2023

Job Start Date

June 1, 2023 (desired)

Job End Date

June 1, 2024 (renewable based on a combination of funding availability and performance)

Job Description Summary

The position's primary responsibility is to support and facilitate the day-to-day operations and human resources management of the Microfluidics and Nanotechnology (MiNa) lab at the University of Victoria (UVic). The MiNa lab is part of the Faculty of Engineering and Computer Science in the Mechanical Engineering Department. The lab operations and personnel manager will oversee lab safety and maintenance (such as developing standard operating procedures and maintaining procedures for equipment maintenance), as well as take ensure timely equipment and consumables purchasing, recruitment, hiring, onboarding, and management of laboratory personnel (staff and students).

Work Performed

Responsible for lab administration and personnel management:

- Oversees all lab purchasing (including through purchase orders and lab credit cards)
- Develop and implement procedures and systems for communication, information storage, and task management amongst the group of researchers
- Acts as the lab point-of-contact to ensure, maintain and oversee laboratory safety (chemical safety, biosafety, standard operating procedures) and plan maintenance and reviews. Develop and maintain laboratory documentation, data storage databases, and inventory
- Manages staff (setting up appointments, tracking leave/ sick days/ time off/, creating immigration documents, etc) as well as plans conferences, workshops, students meetings (e.g. committee, defense candidacy exams, etc.), lab meetings, and or research clusters led by PI
- Monitors expenditures in research grants, and manages faculty purchases, including Purchase Card
- Researches, negotiates, and ensures expedient delivery of equipment and services through finance and procurement, using the university procurement process
- Research best practices for critical processes at peer universities, and reports on options for increased efficiency within the research group and related research activities
- Organize lab outreach, team-building events, and professional development workshops (in coordination with various UVic resources such as SVPRO and EQHR)

Flexibility in working hours may occasionally be required to meet deadlines or to support special events.

Supervision Received

Receives work direction from research faculty. Work is reviewed in terms of enabled faculty efficiency, which necessitates adherence to policies and procedures, timely completion, and effectiveness of results.

Consequence of Error/Judgement

Manages conflicting demands and exercises judgment in establishing priorities, timelines, and work methods. Tact and discretion in dealing with confidential and sensitive matters are essential. Errors in judgment will reflect negatively on the research group and UVic.

Qualifications

- Undergraduate degree in a relevant discipline. Advanced degree desirable. Minimum of one year of recent related experience or the equivalent combination of education and experience
- Demonstrated ability to work effectively with members of staff, faculty, and senior management
- Must have strong oral and written communication, interpersonal and organizational skills
- Ability to exercise considerable tact and discretion when dealing with confidential matters, politically sensitive issues, and diverse people
- Ability to work both independently and within a team environment
- Willing to learn or experience with Quartzly, Slack, Microsoft 365, Notion, G Suite, and other relevant platforms for laboratory management and communications
- Ability to use word processing, spreadsheet, database, and presentation applications at an intermediate level
- Ability to gather, record, and organize information; to create and maintain record and filing systems
- Ability to receive and act on constructive feedback. Ability to work flexible hours