

JOB DESCRIPTION

Job Title: Analytical & Paint Test Lab Team Leader	Reports to: General Manager Technology Services
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1. Job Purpose	
	To supervise the day to day operation of the Analytical & Paint test Laboratory so as to ensure effective operation of the laboratory in accordance with targets for performance and development

Core Responsibilities	
Responsibility	Activity
Safe Working	To ensure that all equipment and materials are used in the safest possible way at all times.
Laboratory Supervision	Supervision of the test lab team - assessing performance, communicating goals, safety practises, deadlines to the team. Identifying training and development requirements.
5S	Maintain the laboratory in a tidy and well-organised manner, to meet the requirements of 5S and ensure efficient day to day operation.
Analytical & Paint Test Process	Management of the Analytical & Paint Test Process to ensure both quality of test projects and timely data which will be reported to the management team.
Project Planning	To plan the workflow through the laboratory allocating projects as appropriate to team members.
Capability	To ensure that that the lab personnel are capable of the operating the required test equipment and are capable of carrying out the relevant test methods. Training records for equipment should be recorded and maintained to a quality standard To manage the test lab to the quality standard IATF 16949
Training Systems	To work with the General Manager Technology Services to help plan and implement training of laboratory staff according to the requirement outlined in the Hoshin plan.
Equipment Resources	Management of the equipment in the laboratory to ensure that maintenance and calibration is carried out to a planned schedule.

Interface with R&D	Work closely with R&D teams to ensure that new products are tested to appropriate industry and OEM specifications and methods.
Interface with Marketing	Work closely with Marketing personnel on a day to day basis to ensure that both new products development projects and customer support activities are executed in a timely manner.
Interface with Sales	To attend and lead regular laboratory workload review meetings.
Reporting	Develop and report regular laboratory process metrics for presentation to R&D and Marketing management

4. Job Context	
	<p>The job requires good management skills to coordinate a skilled team of chemists backed by methods, equipment and systems. The job will involve both a day to day management of the workflow through the laboratory, and the development of a team capable of supporting the company as it moves in to the next phase of its history.</p> <p>The jobholder will actively develop the team to ensure that responsibility for quality testing is devolved throughout the team. Job flexibility will be maximised in order to ensure all role are available at any time in the laboratory and that appropriate support is available to the R&D, and sales & marketing team at all times.</p> <p>The test lab is developed on a team basis using quality metrics and with a focus both on workflow and resources.</p> <p>Using a regular team process the team will participate in supporting the Technology Services General Manager with actions and activities to promote both efficiency improvements and drive down process issues and inefficiencies.</p> <p>The test lab will seek to improve and develop techniques to characterise and solve problems occurring in the field. These may result from customer complaints through warranty claims or may just as importantly be support offered by the company to its customers, even if the problems faced by them are not directly due to issues of the company's making.</p> <p>The jobholder will work closely with team members on both Paint testing and analytical projects on a day to day basis and play a key role in shaping the successful progress of the lab into the future. This will include further development of quality systems to include ISO 17025 accreditation</p>

5. Knowledge/Skills/Experience	
	<p>The job holder will be fully conversant with the following techniques:</p> <ul style="list-style-type: none"> • In depth experience of analytical & paint testing laboratory environments and systems • Knowledge of paint evaluation concepts including OEM specifications, method documents, statistical process control and method analysis. • Strong communication and team skills to work with all levels of management and customers. • Advanced computer skills, good oral and written communication ability including formal reports. • An understanding of management practises • Demonstrate a good understanding of the requirements of quality standards including IATF 16949. Knowledge of ISO 17025 would be an advantage

- Prior experience in working in a technical environment in a coatings related industry.

The job holder will have:

- A full UK Driving Licence.
- Good level of IT literacy with the ability to use MS Word and Excel
- Scientific and Mathematical ability.
- Problem solving skills.
- Be self-motivated and show the ability to be able to manage the team.
- Must have enthusiasm for the task in hand and a willingness to work under pressure and to tight deadlines.
- Will possess good communication skills and the ability to create and maintain good working relationships within the team and with other departments.
- Be able to motivate and lead the team to achieve individual/organisational goals.
- Provide support to team members, including assessing performance, communicating goals and identifying areas for training or/and improvement.

Please note that this list is not exhaustive and you may be required by your Line Manager to take on additional responsibilities/ ad hoc duties as and when required.

Name: _____

Signed: _____

Date: _____