

**NOTES**

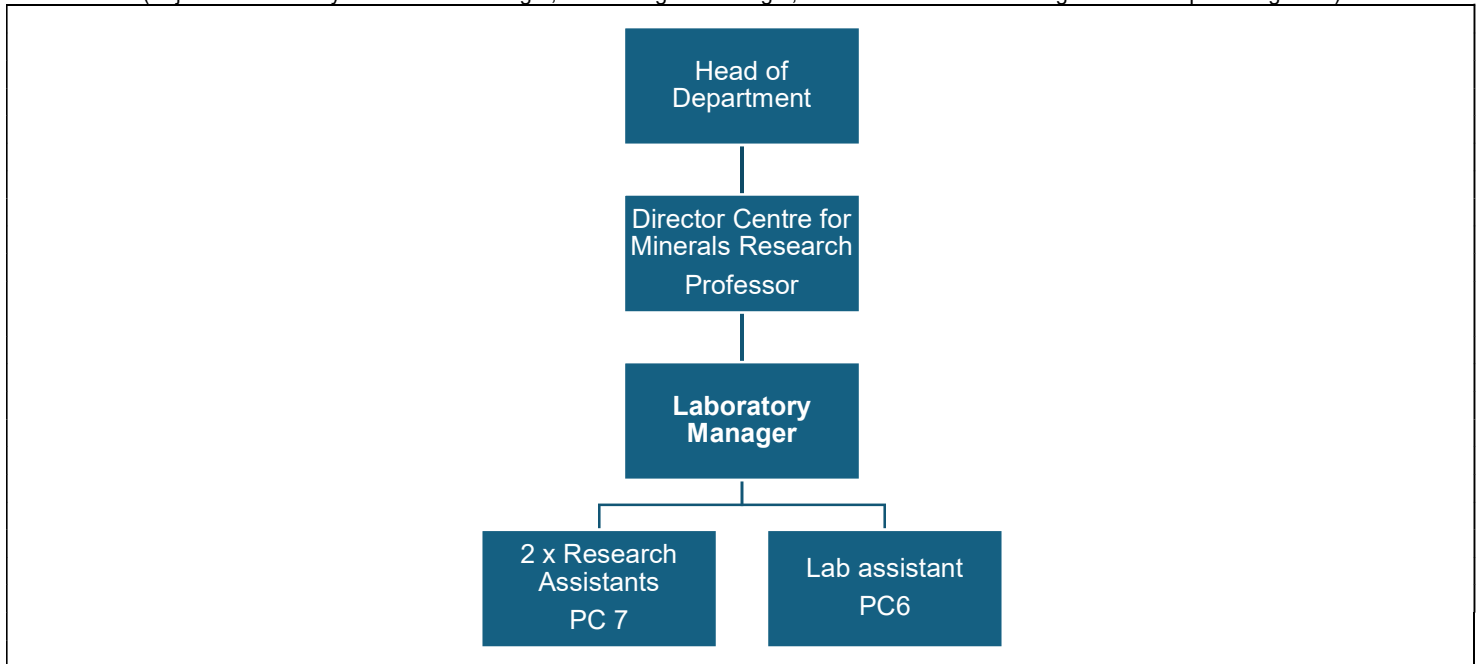
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Laboratory Manager at the level of Technical Officer or Senior Technical Officer		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC 9	Date last graded (if known)	
Academic faculty / PASS department	EBE		
Academic department / PASS unit	Chemical Engineering		
Division / section	Centre for Minerals Research		
Date of compilation	28 November 2024		

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



**PURPOSE**

The main purpose of this position is to manage all aspects of the laboratory facilities used by the CMR. The CMR is a large complex research centre located in Chemical Engineering but interacting with other Departments inside UCT as well as with other universities, mining companies and research organizations. The number of researchers and research students in the Centre range generally between 30-40 in any given year. The activities of the Centre are described at [www.cmr.uct.ac.za](http://www.cmr.uct.ac.za). The incumbent will be responsible for managing the laboratory, which includes implementation of management systems and safe practices, managing research assistants and students, liaising with academic research staff and maintenance of equipment.

**CONTENT**

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g. General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting.  Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.  Visitors are directed to appropriate staff member in a professional and efficient manner.
1. Managing and maintaining correct laboratory procedures and protocols, including housekeeping and laboratory discipline	25%	<ol style="list-style-type: none"> <li>1. Management of laboratories within the CMR, ensuring laboratory rules are adhered to by all users, including housekeeping.</li> <li>2. Compiling of annual budgets for the CMR laboratories.</li> <li>3. Compile standard operating procedures of all equipment.</li> <li>4. Ensure that ore store database is updated regularly by responsible person.</li> <li>5. Lab-staff tasked with taking care of day-day SHE monitoring.</li> <li>6. Investigate and report incidents of poor housekeeping.</li> </ol>	<ol style="list-style-type: none"> <li>1. Labs run efficiently and safely, and no incidents of poor housekeeping or safety are reported.</li> <li>2. Annual Budget is completed by due date.</li> <li>3. Standard operating procedures are available and visible.</li> <li>4. Electronic Database of ore storage setup is available and updated</li> <li>5. Lab-staff carry out Safety Health Environment monitoring as tasked and report all incidents for investigation</li> </ol>
2. Purchasing, managing and controlling general laboratory consumables and Equipment.	20%	<ol style="list-style-type: none"> <li>1. Purchasing of all laboratory equipment and consumables after obtaining relevant quotations.</li> <li>2. Ensuring that research students and staff are supplied with all equipment requirements.</li> <li>3. Manage annual stock-take of equipment and consumables.</li> <li>4. Manage the inventory of laboratory equipment in CMR labs.</li> <li>5. Keep abreast of new equipment related to Mineral processing in laboratories.</li> </ol>	<ol style="list-style-type: none"> <li>1. A good stock of consumables is maintained so that there are no delays in experimental programs.</li> <li>2. Equipment is available once timeous notice is given by potential user/supervisor of research requirements.</li> <li>3. Paper/electronic trail of quotes obtained, purchase orders requested, and copies filed.</li> <li>4. Assist in identifying new equipment for procurement.</li> </ol>
3. Maintenance of laboratory equipment	15%	<ol style="list-style-type: none"> <li>1. Managing the proactive maintenance of equipment and calibration of minor equipment.</li> </ol>	<ol style="list-style-type: none"> <li>1. All equipment runs efficiently for the generation of sound data.</li> </ol>

		<ol style="list-style-type: none"> <li>2. Ensure proactive maintenance and servicing of equipment is in place.</li> <li>3. Manage the purchasing of spare parts to render equipment that has broken down, functional.</li> <li>4. Perform and oversee equipment repair.</li> </ol>	<ol style="list-style-type: none"> <li>2. All services carried out by technical assistant or workshop as recommended by manufacturers according to plan.</li> <li>3. Paper/electronic trail of quotes obtained, purchase orders requested, and copies filed.</li> <li>4. Technical competency.</li> </ol>
<ol style="list-style-type: none"> <li>4. Assuming the role of Safety Representative for the CMR and meet with delegated lab supervisors tasked with day-day SHE responsibilities</li> </ol>	5%	<ol style="list-style-type: none"> <li>1. Health &amp; Safety presentation and inductions for all new lab users.</li> <li>2. Actively monitor safety in the laboratories and investigate and document accidents and incidents.</li> <li>3. Procurement and supply of personal protective equipment.</li> <li>4. Quarterly inspections and submission of Safety reports and attendance of safety meetings.</li> <li>5. Manage the electronic chemical substances inventory.</li> <li>6. Ensure all safety documentation is displayed at a workstation before a project is started.</li> <li>7. Attend SHE training courses.</li> <li>8. Promote health and safety in the CMR specifically and Chem Eng generally.</li> <li>9. Meet regularly with each lab supervisor to ensure that SHE in their area of responsibility is adhered to.</li> </ol>	<ol style="list-style-type: none"> <li>1. Health and Safety lecture and house rules presented to all new CMR lab users.</li> <li>2. CMR laboratories run safely and efficiently without incidents or accidents and accidents are investigated and reported using the HS 02 form.</li> <li>3. Documented proof of issuing of personal protective equipment to all CMR laboratory users.</li> <li>4. Safety reports signed by HOD and Safety Officer on HR 01 and filed (RM 3.08). All Chem Eng safety meetings have been attended or back-up seconded.</li> <li>5. The Chemical substances inventory is kept up to date by responsible lab assistant. Hard copies of material safety data sheets (MSDS) kept in a file in Lab 415 NEB</li> <li>6. Occupational risk exposure profiles (OREP's), Risk assessments (Anglo Matrix) &amp; Project data safety sheets are prep by relevant students/staff and are visible in laboratory at rigs.</li> <li>7. All compulsory SHE training courses have been attended and have been kept up to date with SHE legislation.</li> <li>8. A culture of good SHE practices is evident in the laboratory.</li> <li>9. Safety item on lab staff meeting agenda every two weeks</li> </ol>

5.	Managing laboratory staff & Recruitment	20%	<ol style="list-style-type: none"> <li>1. Line manage research &amp; technical assistants in CMR laboratories.</li> <li>2. Day to day management of all laboratory staff and interns and report to direct line managers if required.</li> <li>3. Manage scheduling of all research projects and training undertaken by lab staff.</li> <li>4. Clarify roles and responsibilities of staff.</li> <li>5. Motivate and develop staff.</li> <li>6. Recruitment</li> </ol>	<ol style="list-style-type: none"> <li>1. All direct CMR Lab PASS staff reports have agreed objectives and DD review deadlines are adhered to.</li> <li>2. Input to other CMR Lab PASS staff's objectives and report lab staff performance</li> <li>3. Meetings are held with laboratory staff to monitor progress, feedback from other CMR and Department meetings and follow-up if day to day tasks are met.</li> <li>4. DD is completed according to timelines set by HR.</li> <li>5. Staff attended courses or in-house training</li> </ol>
6	Overseeing the laboratory activities of research students	10%	<ol style="list-style-type: none"> <li>1. Students are able to conduct experiments using laboratory equipment in a safe and efficient manner.</li> <li>2. Encourage supervisors to spend more time in the laboratory with their students.</li> <li>3. Supply students with templates to complete safety documentation for final signoff and display at workstation.</li> <li>4. Devise and implement a system for equipment issue and allocate equipment required to carry out work.</li> </ol>	<ol style="list-style-type: none"> <li>1. Manage Induction program in order to evaluate and develop experimental proficiency.</li> <li>2. Training arranged for students in the correct use of laboratory equipment.</li> <li>3. All projects have safety documentation and approval to commence work.</li> <li>4. Equipment bookings are effectively managed to facilitate efficient / productive scheduling of users of the CMR Facility.</li> </ol>
7	Manage Infrastructure/ Facilities: Ore store, NEB Labs, Off campus Store.	5%	<ol style="list-style-type: none"> <li>1. Ensure NEB and CHE labs fit for purpose.</li> <li>2. Ensure all stores are in good order and we have an inventory of contents</li> </ol>	<ol style="list-style-type: none"> <li>1. All services in labs are functional and maintenance issues have been logged and actioned.</li> <li>2. Delegated staff update the store inventory as and when required.</li> </ol>

### MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> <li>BSc or BTech or higher degree in Chemical Engineering or Chemistry or closely related discipline</li> </ul>			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>5 years' relevant laboratory management experience</li> <li>Demonstrated experience in staff and laboratory operational management</li> <li>Comprehensive knowledge of occupational health and safety standards in laboratory settings</li> <li>High computer proficiency (MS Office)</li> <li>Proven experience in budgeting and financial oversight</li> <li>Demonstrable technical aptitude for mechanical equipment troubleshooting and maintenance</li> <li>Possession of a valid driver's license</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>Computer literacy, Interpersonal skills, facilities/infrastructure management, technical</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>Laboratory management, practical technical equipment maintenance, Safety health and Environment knowledge</li> </ul>			
Professional registration or license requirements	<ul style="list-style-type: none"> <li>Possession of a valid driver's license</li> </ul>			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Resource management	2	Communication	2
	Analytical thinking / problem solving	2	Quality commitment	2
	Building interpersonal relationships and partnerships	2	Continuous learning	2
	Teamwork and collaboration	2	Leadership	2
	Managing conflict	2	People management	2
	Safety awareness	2	Research support skills	2


### SCOPE OF RESPONSIBILITY

Functions responsible for	Smooth running of the CMR laboratories
Amount and kind of supervision received	Line Manager support
Amount and kind of supervision exercised	Daily supervision of laboratory staff and other lab users
Decisions which can be made	Assigning staff to projects, assigning equipment / rigs to users, purchasing of small equipment (under R25k), materials and consumables
Decisions which must be referred	Assets to be procured, infrastructural changes, recruitment.

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff and students of CMR; research group, and CHE department staff, EBE HRBP.
External to UCT	Vendors-procurement, other institutions – mineral processing, service laboratories - analysis

### AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor	D Deglon			28-11-24
Area Line Manager				