

CatSci Ltd, based in Cardiff, UK, is an expert service provider to the chemical research, development and manufacturing industries, specialising in the process research and development for manufacturing drug substance and other high value materials. CatSci Ltd has extensive knowledge and expertise in a wide range of chemistry from discovery support through to full scale manufacturing and life-cycle management.

As the company project portfolio continues to grow, CatSci now requires an experienced Laboratory and Facilities Manager to support the dynamic team in their world-class facility.

Location: Cardiff, UK

Contract: Full-time, permanent, to start as soon as possible

Compensation: £28-38k, 25 days annual leave, company benefits and annual bonus

Key Responsibilities and Accountabilities

Reporting directly to the Facilities Director, your responsibilities will include:

- Ensuring the smooth and efficient running of CatSci's laboratory facilities
- Qualification of new apparatus and equipment for laboratory use
- Training of scientific staff in use of laboratory equipment
- Planning and following through with laboratory and equipment maintenance and upgrade schedules
- Procurement of equipment, chemicals and consumables as required for project needs
- Developing, writing and upholding relevant SOPs
- Implementing and maintaining safety standards in the company
- Supporting the technical team to ensure efficient and effective delivery of projects

Knowledge and Skills

The ideal candidate will have:

- Significant experience (5+ years) in laboratory or facilities management in a scientific laboratory context
- A qualification in science (HNC, HND or Degree level) or in facilities management/ laboratory management
- Good understanding of COSHH regulations and GLP
- Experience dealing with cryogenic and other gases, pressure elute systems and their associated regulations
- Experience in the handling, packaging and transport of dangerous goods
- Proven ability to work with a wide range of people to ensure the smooth running of a facility

Abbreviated Person Specification

- Self-motivated and able to work well with a fair degree of autonomy
- Able to prioritise and reconcile agendas of various stakeholders
- A 'can do' attitude; able to identify and implement creative solutions to operational challenges
- Thorough and methodical; motivated to see tasks through to their end
- Good interpersonal skills which foster collaborative team-working in order to achieve overall goals
- Good communication skills; able to advocate and justify own opinion, but equally able to take on board other opinions and work collaboratively
- Natural leadership ability is desirable, although previous line management experience is not required

To Apply for this Position

Please send a CV to angela.moseley@catsci.com with a covering letter outlining why you believe you are qualified for this varied and pivotal role.

Applications will only be considered if received by e-mail. Applicants must be eligible to work in the UK and must be fluent in both spoken and written English.

Closing date for applications: Monday 3rd December 2018.

We reserve the right to close the recruitment process early if sufficient applications of the required standard have been received.