

# ***University of Northern British Columbia***

## **Analytical Chemistry Services (ACS) Manager (Regular, Full-time)**

The University of Northern British Columbia, Canada's Green University™, invites applications for Manager of our Analytical Chemistry Services (ACS). The Analytical Chemistry Services (ACS) Manager is responsible for the operation and strategic development of the Central Equipment Laboratory (CEL) and other similar multiuser facilities that may develop within the College of Science and Management (CSAM). The manager will develop the CEL to its full potential as an integral part of teaching and research by Faculty Members and Graduate Students at UNBC.

Major responsibilities for this position include, but are not limited to the following:

- Insure the CEL performs timely analysis and generates accurate results with an extensive repertoire of standard or customized assays for faculty and outside organizations contracting with the University
- Insure that Post Doctoral fellows, Students and Research Assistants who use the CEL are properly trained in safety procedures and as analysts
- Develop recommendations that address solutions to complex technical problems
- Manage all human resource requirements and labour relations, including: providing leadership; supervision of the Analytical Chemistry Support Specialists and the Dispensing Chemist; recruitment; hiring; discipline and performance evaluation of staff
- Monitor and implementation of all relevant safety and risk management policies
- Manage service contracts, prepare cost estimates to researchers and contractors, invoice charges through UNBC Purchasing and manage recovered funds to support the operation of the facilities
- Assist the CSAM Dean in UNBC budget preparation & tracking; and the development of major funding applications relevant to the operation, maintenance or renewal of facilities

### **Qualifications:**

The successful candidate must possess a PhD in Chemistry or an equivalent combination of education and experience, a record of effective lab management experience and training combined with working understanding of and practical experience using and troubleshooting several of the classes of instruments in the CEL (ICP, GCs, FTIR, X-Ray, NMR, LC, Auto-analyzer, Elemental Analyzer, and UV-Vis Spectrometer).

### **Professional Qualities:**

- Demonstrated entrepreneurial spirit
- Demonstrated leadership, relationship-building and mentoring skills
- Strong judgment and decision making skills
- Attention to detail, established organizational skills and the ability to work in a deadline oriented environment
- Exceptional interpersonal communication abilities and diplomacy
- Ability to develop and maintain effective working relationships
- Ability to work successfully in both a team environment as well as independently
- Demonstrated excellent customer service and complaint or conflict resolution skills

- Effective written and verbal communication skills

Office hours are 8:30 am – 4:30 pm Monday through Friday.

**Salary:**

This position has been classified at an interim Exempt Grade 15. The annual salary range for this position is \$73,199.56 - \$82,921.03, and the normal starting salary will be \$73,199.56.

Please forward your resume and proof of education, and a short statement of your management philosophy and service philosophy; quoting competition # 10-012EX(E)ACP to: Human Resources, University of Northern British Columbia, 3333 University Way, Prince George, BC, V2N 4Z9. Phone: (250) 960-5521. Fax: (250) 960-5695. Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)

*We thank all applicants for their interest in UNBC. However, only those applicants selected for further consideration will be contacted.*

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.*

***Applications will be accepted before 4:30 pm on: Friday, June 25, 2010.***

***Applications will continue to be accepted until position is filled.***