

Laboratory Manager

The Cambridge Centre for Advanced Research and Education in Singapore (CARES) is the University of Cambridge's first overseas research centre. Cambridge CARES is based in Singapore and brings together researchers from around the world to work on new scientific advances and technologies that will benefit Singapore and the international community. CARES is part of the National Research Foundation's Campus for Research Excellence and Technological Enterprise (CREATE) and is co-located at CREATE with labs associated with a number of other top-tier universities, including MIT, UC Berkeley, TU-Munich and Shanghai Jiao Tong.

Our team is comprised of world-class scientists and engineers and professional support staff working in a vibrant, fast-paced environment with great opportunities for knowledge and skills development. Further information on our activities can be found at www.cares.cam.ac.uk.

The majority of our wet lab work is in the field of chemical engineering, reaction engineering, electrochemistry and combustion science. Our world-class laboratory in the CREATE Tower opened in 2015 and now supports around 40 researchers working across five programmes.

Who are we looking for?

We are looking for a proactive and dedicated person to professionally manage our research laboratories and to ensure safe and uninterrupted operation of the facility. You will:

- Have an overview of all work taking place in the CARES laboratories, specifically our main laboratory at the CREATE (on site on NUS University Town campus);
- Be the lead for health and safety in the CARES laboratory spaces, including ensuring that the CARES safety policies and safe operating procedures are always compliant with current legislation, are observed at all times, reviewed regularly and that the senior management are immediately aware of any significant issues;
- Communicate CARES risk assessment policies to researchers and co-ordinate the filing of risk assessments;
- Collaborate with researchers on implementation of control measures approved by senior management;
- Take the lead on the CARES laboratories' Emergency Response Plans, including ensuring these are regularly updated, that all roles are filled and that laboratory users take part in regular drills. Act as first point of contact in the event of an emergency and ensure that senior members of the Emergency Response Team are contacted appropriately in the event of an incident;
- Track, organise and source appropriate safety induction and training for users of the C4T laboratory spaces;
- Administer access rights to the laboratory spaces and ensure security measures are appropriate;
- Ensure all necessary operational licenses are in place and are renewed as necessary;
- Liaise with building managers and health and safety personnel in the partner institutions and externally;
- Manage and regularly audit the CARES laboratory inventory (including equipment, chemicals, compressed gases, PPE and other laboratory and chemical consumables). Support smooth procurement, supply and asset tracking processes;

- Organise and oversee the regular safety inspection and maintenance of the laboratory spaces (including a cleanroom and laser lab) and all equipment, safety equipment and services in the CARES laboratories;
- Manage relationships with key laboratory suppliers, including waste disposal, consumables, chemicals, compressed gases, maintenance contracts.
- Serve as CARES point-of-contact on matters related to inter-institutional equipment sharing and organise proper scheduling;
- Ensure activities in the CARES laboratories are well-coordinated and that any necessary discussion happens between the research groups on equipment sharing schedules;
- Support researchers in the design, operation and data collection phase of their work;
- Keep knowledge up-to-date via reputable sources and ensure management is aware of current best practices and changes needed to implement these;
- Communicate regularly and effectively with lab users to ensure lab work is well supported. Chair the regular lab user consultation committee.

What skills do you have?

Essential:

- Experience of supporting and managing a multi-disciplinary laboratory, preferably with specific experience of supporting work with flammable gases, high pressure and lasers;
- Knowledge and understanding of laboratory health and safety, preferably including knowledge of Singapore legislation and how to implement this practically;
- Excellent team working and communication abilities, which will enable you to support the research groups in achieving a safe working environment and to communicate any issues succinctly and appropriately to the senior management;
- Ability to direct others appropriately and sensitively, when necessary;
- Good working knowledge of laboratory procurement and inventory management;
- The ability to work independently and to ensure that your work is well integrated with the wider operations of the programme;
- A commitment to learning and further development in the field of laboratory management and chemical safety, maintaining a strong awareness of best practice in both and sharing this appropriately with lab members;
- A degree in a scientific subject, preferably chemistry or chemical engineering.

Desirable:

- Experience in communicating with suppliers of research reagents and equipment, including supervision of installation and commissioning is preferable, though not essential.
- Technical knowledge of analytical and spectroscopy techniques (researchers will usually be technical experts so deep knowledge is not essential, but an awareness is very useful);
- Technical knowledge of data acquisition and control systems (researchers will usually be technical experts so deep knowledge is not essential, but an awareness is very useful).

What can we offer you?

- A stimulating working environment with friendly, highly motivated colleagues;

- An opportunity to work on a programme run by the world renowned University of Cambridge, supporting highly meaningful scientific work;
- An interesting, varied role, with plentiful opportunities to develop your skills further;
- A competitive salary in line with your skills and experience;
- A supportive workplace and good benefits package, including 21 days annual leave.
- A comprehensive medical insurance cover as part of your employment.

Please note this post is mainly based in the CREATE Tower at NUS University Town, Singapore.

How to apply?

Please apply by uploading your CV and academic transcript to <https://talent.sage.hr/jobs/29fdcde1-a59c-419a-84e4-c57cb541d59b>. If you have any questions, please feel free to reach out to the HR team at recruitment@cares.cam.ac.uk.