1. POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Laboratory Lead</th>
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</thead>
<tbody>
<tr>
<td>Job Grade</td>
<td></td>
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<tr>
<td>Job Code</td>
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</tr>
<tr>
<td>Sector</td>
<td>Industrial Waste (IWS)</td>
</tr>
<tr>
<td>Department</td>
<td>Integrated Hazardous Waste Management</td>
</tr>
<tr>
<td>Section</td>
<td>N/A</td>
</tr>
<tr>
<td>Reports To</td>
<td>Department Head IHWM</td>
</tr>
<tr>
<td>Direct Reports</td>
<td>Supervisors, Team leader, Assistant Lab Manager (Lab coordinator).</td>
</tr>
<tr>
<td>Location</td>
<td>IHWM facility / Head Office</td>
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</table>

2. CORE OBJECTIVES

To manage efficient laboratory operations in order to continually support the business with environmental (Water and Soil) testing requirements for Industrial Waste Evaluation, R&D, IHWM operations and regulatory purposes, by planning and coordinating lab activities and resources in line with standard operating procedures and best practices.

Also, to provide Commercial lab services, to internal and external stakeholder thereby generating revenue through the lab operation.

Manage and develop Lab Chemists to ensure that the team meets its objectives to provide an excellent service.

3. KEY RESPONSIBILITIES

Strategic and Managerial Responsibilities

- Lead and manage the activities of the Laboratory Department in order to achieve the strategic objectives of the department as well as the organization.
- Lead the formulation as well as subsequent review of the Laboratory Department’s policies and procedures at be’ah based on best practices and benchmarks.
- Determine the manpower needs for the Lab based on the work load and work allocation and finalizing these with the sections head.
- Formulate departmental budgets based on requirements for materials, chemical consumables and equipment, on an annual basis and ensure adherence to the same.

Core Responsibilities

- Provide technical and administrative supervision to all laboratory operations, including assignment of lab employees and monitoring lab performance.
- Review and approve Standard Operating Procedures, safety protocols and appropriate quality control and assurance procedures for lab operations in line with mandated requirements as well as best practices.
- Evaluate the performance of testing methods in Chemistry sections and Sampling Operation by establishing Laboratory Quality Manual, Laboratory quality control programs and developing quality procedures while ensuring compliance with standard procedures and related laws in the Sultanate of Oman.
- Oversee and manage processes for qualitative and quantitative sample testing of Solid waste, Leachate, Slag, fly ash, waste water, and Groundwater, sludge and Oily sludge samples.
- Develop a Laboratory test report in compliance with Standard Operating Procedures and analytical test methods.
- Evaluate results of tests, review laboratory test report contents and ensure that reports are generated in a timely manner as per the required standards.
- Provide feedback and actions taken when the test findings are not in line with the requirements mandated in the concession agreement.
- Establish third party lab subcontract to ensure steadiness of providing Lab services in case of equipment failure or providing additional test not within the Lab current scope.
- Ensure the Laboratory operations are prepared for ISO 17025 accreditation and ISO9001 Certification and seek for implementations.
- Ensure routine maintenance of laboratory equipment by evaluating the requirement and overseeing maintenance and repairs performed by third parties.
- Monitor new technologies in the field of sample collection, laboratory testing and reporting and advice the department head on appropriate, cost effective solutions to enhance or replace existing equipment thereby optimizing life cycle cost, operability, maintenance, safety and environmental impact.
- Maintain professional and technical knowledge in laboratory and laws and decree regulations in the Sultanate of Oman by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- Manage and develop relationships with internal stakeholders, vendors, contractors, subcontractors and regulatory bodies.
- Prepare the needs for tendering a customise Laboratory Information Management system to be in Line with Waste Evolution and operation of IHW as well as external customer.
- Ensure review and final authorization of Lab reports.
- Ensure that the quality, health, safety and environment related requirements as applicable to performing the role are met at all times.
- Adhere to organizational policies and procedures at all times as applicable to performing the role.
- Compliance to QHSE procedures and familiarity with HS Risk, Environment Aspect Impact & Legal Registers.

**People Management Responsibilities**

- Manages the performance of direct reports through clarifying performance objectives/ KPIs, monitoring progress and providing feedback on an ongoing basis.
- Provides development inputs and opportunities to direct reports in order to build their skills and improve performance.
- Actively coach team members on opportunities for performance improvement and capability development and take actions to leverage people’s strengths, and develop them through different available means.
- Identify skill gaps and organize trainings for the team on various aspects to ensure overall learning and development.
Perform other responsibilities as directed by Sector Head IWS or Department Head IHWM in order to meet organizational objectives

**Quality, Health, Safety, & Environment**
- Adhere to all relevant quality, health, safety and environmental procedures, instructions and controls in order to guarantee the safety of employees, quality of products/services and environmental compliance can be guaranteed.

### 4. COMMUNICATION & INTERACTIONS

<table>
<thead>
<tr>
<th>Internal:</th>
<th>External:</th>
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<tbody>
<tr>
<td>o IHWM Team</td>
<td>o External Consultants / Vendors / Auditors</td>
</tr>
<tr>
<td>o Finance Department</td>
<td>o Customers</td>
</tr>
<tr>
<td>o TCP Department</td>
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<tr>
<td>o Corporate Affairs Department</td>
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<tr>
<td>o QHSE department</td>
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### 5. QUALIFICATIONS, EXPERIENCE & SKILLS:

**Minimum Qualifications:**
- A postgraduate degree in Chemistry, Environment, Chemical engineering or any relevant field.

**Years and Nature of Experience**
- Minimum of 8 - 12 years of relevant experience
- Prior experience in the analysis of water, waste water or solid waste treatment
- Prior laboratory management experience in a private or public sector company
- Prior experience in Laboratory Quality Management Systems and Laboratory Information Management Systems
- Prior experience in Good Laboratory Practice (GLP)
- Prior experience in ISO certified/accredited environment

**Job-Specific Knowledge & Skills:**
- Knowledge of HWM - Advanced
- Data Collection and Analysis – Advanced
- Planning Skills & Techniques – Advanced
- Performance Enhancement – Advanced
- Compliance Monitoring and Reporting - Advanced
- Knowledge of Regulatory Framework – Intermediate
- Knowledge of HCWM – Intermediate

### 6. BEHAVIORAL COMPETENCIES:
- **Safe** - Commits & ensure safe working environment, identify & correct hazards
- **Efficient** - embraces teamwork & deliver superior results, execute flawlessly and eliminates factors that waste time, resources within targets
- **Sustainable** - support taking the long-term impacts of practices into account
- **Innovative** - Give & inspiring team for new ideas, discusses, evaluate, demonstrates and try to implement them to enhance the work
- **Honesty** - Interacts in an open minded, transparent and authentic manner. Providing information and support to achieve results
- **Integrity** - Consistently tells the truth, maintains confidentiality.
- **Respect** - Recognize, values and treat everybody with respect, dignity and kindness.

### 7. APPROVALS: (Dept. Head /Sector Head) (as per MoA)

<table>
<thead>
<tr>
<th>Title:</th>
<th>Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Human Resources</td>
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<tr>
<td>Title:</td>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
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PREPARED ON 02 November 2019
REVISED ON 
JOB HOLDER NAME / SIGNATURE
DATE