



Job Title:	Laboratory Manager
Department:	Management
Base Location:	Tewkesbury
Hours:	40 hours per week Monday- Friday (out of hours presence in urgent operational needs)
Relationships:	Technical, Production, Chilled Warehouse, Management, Board of Directors
Responsible to:	Technical Manager
Responsible for:	Laboratory Technicians, Laboratory Team Leader
Deputies:	Laboratory Team Leader

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first-class customer service.

Team Cotteswold:

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

The Team Cotteswold Purpose:

To be at the heart of a responsible and sustainable dairy community

Purveyors of **Quality Products** with **First Class Service**

Registered Office: Cotteswold Dairy Ltd Dairy Way Northway Lane Tewkesbury Glos GL20 8JE
Telephone 01684 298959 **Facsimile** 01684 274994 **Website** www.cotteswold-dairy.co.uk
Registered in England No. 447327



JOB DESCRIPTION

Overview:

As Laboratory Manager, you will lead the laboratory function to ensure product safety, quality and compliance with all relevant food safety standards. You will be responsible for managing testing schedules, team development and audit readiness, playing a key role in maintaining our BRCGS certification and HACCP protocols.

Main Duties & Responsibilities:

- To ensure product safety, quality, and compliance with food safety standards
- Ensure products are tested to schedule following the correct methods
- Coordination of laboratory team to carry out the testing and sampling of raw materials, in process materials and finished products, shelf life etc
- To bring consistency to the laboratory and provide clear communications on all food safety and quality issues found
- To prepare for, participate in and assist the Technical Manager in site accreditation audits as required
- Ensure laboratory equipment is maintained and calibrated according to schedule
- To supply samples to external laboratory for analysis and record, monitor and analyse all results
- To prepare Certificate of Conformances for external customers
- Initiating non-conforming product reports. Liaise any non-conforming product reports to the Technical Manager and or Production Management, advising of product failures
- Maintain laboratory hygiene, safety and documentation standards
- To ensure clear reporting and conduct investigations where required
- Drive laboratory accreditation improvements
- Troubleshoot technical and operational issues, and provide recommendations for improving testing procedures and equipment
- Manage and develop the laboratory personnel, fostering a collaborative and efficient work environment and providing training and mentorship
- Driving sensory testing panel trainings

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- Review, monitor, track, and trend technical and employee performance
- Manage analytical and microbiological equipment installs, validations, servicing and maintenance
- To develop laboratory procedures and challenge the scientific and technical rigour of protocols and experiments
- To coordinate KPI's as required and report to the Technical Manager
- Understand the theory and principle behind every test carried out in line with Food Safety Regulations
- Implement and review Laboratory Manual and testing regimes in accordance to legislation
- Adherence to, and supervision of, all lab policies regarding Health and Safety, COSHH, Food Safety and HACCP, maintaining a clean and hygienic workplace

Skills (Essential):

- Confidence, initiative and proactive mindset
- Excellent leadership, communication and problem-solving skills
- Strong understanding of BRCGS Food Safety standards, HACCP principles and Food Safety Management System, CCP Validation and microbiology safety
- Proficiency in Microsoft Office and QMS platforms
- Excellent communication skills
- Have background experience in a laboratory function, preferably Food Science /Microbiology/ Biology
- Knowledge of root cause analyse and corrective actions
- Strong communications skills (verbal and written) to document test results and exchange test information with management
- Previous experience in coordinating small teams of people ideally within a laboratory environment
- Knowledge of the Dairy industry
- Attention to detail regarding report writing and the ability to write procedures and policies.

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Skills (Desirable):

- Educated to HNC / Degree level in a science related subject
- Strong knowledge of Food Microbiology & Food Chemistry

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