

Laboratory Seasonal Supervisor

DEPARTMENT	Verified Lab Services – Post Harvest
LOCATION	Te Puke, Kerikeri, Opotiki
REPORTS TO	Operations Manager

ABOUT THE ROLE

As a Seasonal Laboratory Supervisor, you will be responsible for the day-to-day supervision and efficient operation of the laboratory. You will be a part of a team who provide leadership to laboratory staff, ensuring testing is completed accurately, efficiently and within required timeframes. The role involves coordinating daily workloads, staffing requirements, supervising and supporting the laboratory while ensuring staff are competent and appropriately trained.

The role works closely with the Operations Manager, providing timely updates on workload, staffing, equipment, consumables, incidents, testing progress and other operational matters.

KEY RESPONSIBILITIES

- Ensure the laboratory operates in accordance with the Quality Manual, applicable procedures and ISO/IEC 17025 accreditation requirements.
- Perform laboratory testing in accordance with documented procedures and quality requirements.
- Maintain laboratory documents, records and data in accordance with applicable procedures and requirements.
- Manage laboratory workload to ensure testing is completed efficiently, accurately and within required timeframes.
- Monitor staffing requirements in response to fluctuating workloads and communicate resource requirements to the Operations Manager.
- Supervise laboratory staff to ensure procedures are followed, work is completed efficiently and the laboratory is appropriately resourced.
- Monitor staff performance and provide day-to-day supervision and direction to staff on shift.
- Ensure staff training is completed in accordance with laboratory requirements.
- Ensure the laboratory environment is maintained to a high standard of cleanliness, organisation and housekeeping.
- Manage laboratory equipment, ensuring equipment is performance checked, operated correctly, maintained and stored appropriately.
- Prompt reporting of equipment breakdowns and testing non conformances in Mitti.
- Provide regular updates to the Operations Manager on laboratory operations, workload, staffing, consumables and any issues affecting service delivery.
- Contribute to team meetings and promote open, effective communication within the laboratory and wider team.
- Undertake other reasonable and lawful duties or delegated tasks as directed by the manager, where required to support the effective operation of the laboratory and the business.

HEALTH & SAFETY

- Actively promote and support a positive health and safety culture within the workplace by encouraging safe work practices, identifying and reporting hazards, raising health and safety concerns, and supporting compliance with company policies and procedures.
- All laboratory staff are to complete the required induction and building orientation before commencing work, and are familiar with the workplace layout, relevant hazards, emergency procedures, health and safety controls, and applicable safe work practices.
- Ensure personal protective equipment (PPE) is available, fit for purpose and maintained in functional condition.
- All incidents, including near misses, are reported immediately into Damstra.
- All health and safety risks, hazards, and protocols are actively managed through ongoing training.
- Undertake additional duties and responsibilities as reasonably required, including designated health, safety and emergency management responsibilities, such as acting as a Building Warden.

KEY MEASURABLES

- The laboratory operates in accordance with the Quality Manual, documented procedures and applicable ISO/IEC 17025 accreditation requirements.
- Laboratory equipment is appropriately calibrated, performance checked, operated correctly, maintained and stored.
- The laboratory environment is maintained to a high standard of cleanliness, organisation and housekeeping.
- Seasonal staff receive appropriate training from qualified and authorised trainers before undertaking assigned tasks.
- Staff are effectively supervised on a day-to-day basis, with performance issues identified and addressed promptly.
- Internal and other scheduled audits are completed in accordance with the required frequency and laboratory procedures.
- Staff are appropriately trained and competent to perform their assigned tasks, with training records maintained and kept up to date.
- Training and supervision effectively support consistent testing practices and minimise avoidable errors and repeat work.

SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

Technical and Industry Experience

- Intermediate proficiency in Microsoft Office applications.
- Technical knowledge and understanding of laboratory procedures and practices.
- Experience working within the kiwifruit, horticulture or primary industries is preferred.
- Proven supervisory and leadership experience.

Planning & Organisation

- Strong organisational and time management skills, with the ability to plan and prioritise workload effectively.
- Ability to manage competing priorities and adapt plans in response to changing operational requirements.
- Ability to work efficiently, meet deadlines and complete tasks with minimal supervision.
- Ability to delegate tasks appropriately and effectively.

Leadership and Communication

- Ability to lead, motivate and gain the respect of laboratory staff.
- Clear and open communicator, with the confidence to provide and receive constructive feedback.
- Assertive and decisive when required.
- Ability to contribute positively to the laboratory team and foster a supportive and productive workplace culture.

Adaptability and Initiative

- Proven ability to adapt and respond effectively to changing priorities and requirements.
- Ability to work effectively under pressure, particularly during periods of high seasonal demand.
- Proactive approach, with the initiative to identify issues, make suggestions and take appropriate action or recommend improvements.
- Flexible and willing to adjust to changing operational demands associated with the seasonal nature of the business.

Professional Conduct

- Professional, mature and trustworthy approach when dealing with clients, employees and confidential information.
- Demonstrates attention to detail and a commitment to accuracy and quality.

This Position Description provides a general guide to the role and may be reviewed and updated from time to time to reflect changing business, technological, legislative or regulatory requirements. You are expected to undertake any reasonable and lawful duties, instructions or delegated tasks relevant to your role as directed by your manager or an authorised person.

SIGNED IN AGREEMENT

By signing this document, I have read and agree to the requirements of the role as outlined in the position description above.

_____ Date:

Signed in agreement by the employee

_____  Date: 16/10/2026

Signed on behalf of VLS