



Manager, Lab Research
THI Basic Research Laboratories
(Fulltime-Regular 170118)

COMPANY SUMMARY

The mission of the Texas Heart® Institute is to reduce the devastating toll of cardiovascular disease through innovative programs in research, education and improved patient care. Texas Heart® Institute is a nonprofit organization founded by Dr. Denton A. Cooley in 1962.

For more information, please visit our website at www.texasheart.org

POSITION SUMMARY

The Manager, Lab Research (Basic Research Departments) is responsible for administrative oversight (at the department level) of several of THI's basic research laboratories, including supervision of laboratory staff who also report to their respective non-employee lab directors, and working with lab directors and vice president for research administration to meet financial goals while ensuring quality and efficiency.

PRIMARY RESPONSIBILITIES

- Assists lab directors with managing activities and resources of departments effectively, as evidenced by timeliness and quality of services (requirements may vary by director). (10%)
- Develops and ensures implementation of, and adherence to departmental SOPs; ensures that SOPs are consistent with Institute-wide policies and SOPs and applicable regulations. (10%)
- Assists directors with program planning for each basic research lab. Plans for and manages the relocation, repurposing, or expansion of existing laboratories within assigned departments, as approved by lab directors and VPRA. This requires a working knowledge of research space planning, including developing an optimal functional design, planning for best workflow, utilization of shared lab facilities, optimizing adjacencies, cost effectiveness, etc. (10%)
- Coordinates assigned research laboratory operations-related projects and issues across departments, including but not limited to: facilities issues, equipment procurement; lab safety; equipment maintenance; access to resources, facilities, and cores; biohazard management; animal facilities; logistical issues; and materials management. Requires working directly with staff at all levels: principal investigators, hospital and research administration, facilities, safety offices, etc. (20%)
- Manages recruitment and employment process (on the departmental level) for assigned lab departments (working with the lab directors); conducts and documents departmental orientation of new staff (both employees and non-employees). Supervises laboratory staff of assigned departments, while considering and balancing authorities of non-employee directors, scientists, and senior associates. (10%)
- Interacts with basic research labs office support staff to ensure the timeliness and quality of general support and specific services, including processing order requests for supplies, facilities and equipment maintenance, and housekeeping (note: the office support staff report to a separate manager). (5%)
- Considers personnel action carefully, and applies Institute policies and procedures effectively, including employee counseling when necessary. Conducts effective performance appraisals of staff during annual review period and at least one other informal review. Encourages staff participation in formal and informal learning opportunities. (10%)
- Under the direction of the VPRA and with input from the lab directors, prepares and submits annual budget proposals for each assigned department. Analyzes monthly and other financial reports and works with directors and lab staff to manage expenses within budget. Prepares and/or monitors budgets for lab research studies, working with ORA as needed. (10%)

- Ensures that staff of each assigned department maintain appropriate documentation, including lab notebooks and appropriate files, as evidenced by audit results. (10%)
- Establishes and maintains good working relationships with other Institute staff, vendors, contractors and others as necessary. Provides positive example for subordinates; promotes and expects professionalism. (5%)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree required, master's preferred
- Minimum 5 years' experience in laboratory research (bench work in biology or chemistry lab) with working knowledge of typical laboratory equipment
- Minimum of 1 year direct supervisory experience; departmental management experience preferred.

HOW TO APPLY

All qualified candidates please submit your resume to: careers@texasheart.org with subject title “**Manager Lab Research– Basic Research**”