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## Auburn University Job Description

Job Title: **Dir, Laboratory and Research Safety**

Job Family: No Family

Job Code: **EE37**

Grade LC14 \$85,500 - 162,500

FLSA status: Exempt

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### Job Summary

The Director, Laboratory and Research Safety will promote a campus-wide culture of safety and foster an atmosphere in which safety and compliance with applicable safety laws, regulations and guidelines are integral to conducting research. This position will provide leadership in the oversight and administration of laboratory and research safety programs, directives, and policies involving chemical, biological, radiological, and physical safety in diverse settings including laboratories, animal research facilities, field research sites, and outlying experimental stations.

### Essential Functions

1. Advances the culture of laboratory and research safety by designing, developing, and implementing core procedures, programs, processes, and systems to promote a safe and healthful research environment and facilitate compliance with internal and external regulatory requirements.
  2. Serves as the primary liaison between the campus research community and Risk Management & Safety (RMS), thus requiring a fundamental understanding of research administration and research fields such as a biomedical science, engineering, and physical science. Effectively communicates about these subjects across a variety of stakeholders serving at multiple levels of RMS and throughout the institution.
  3. Establishes and oversees objectives, plans, standards, procedures, and policies for successful implementation of all phases of laboratory and research safety. Develops and implements strategic plans consistent with the mission of the university and the goals and objectives of RMS. Determines timelines; oversees budget, communication, and outreach; and approves business workflow. Establishes key performance indicators/metrics to define and measure success of the program.
  4. Conducts ongoing data and risk analyses to identify known or emerging laboratory and research safety risks. Provides data-driven metrics to monitor and respond to issues and trends. Identifies and tracks emerging regulatory issues and develops mitigation strategies. Advises leadership on the impact to research of legislative and regulatory changes.
  5. Provides consultation and administrative support as a member of federally mandated compliance and safety committees, including the Institutional Biosafety Committee (IBC), the Radiological Safety Committee (RSC), the Institutional Review Board (IRB), and the Institutional Animal Care & Use Committee (IACUC).
  6. Facilitates compliance with policies and procedures that impact laboratory and research safety. Interprets standards, regulations, and laws, and provides guidance as necessary. Develops, implements, and evaluates programs and procedures that enhance laboratory and research safety awareness and compliance with State and Federal regulations, guidelines, and policies. Maintains effective relationships with external regulatory agencies. Collaborates with various campus departments to ensure the safety of students, faculty and staff. Partners with the Department of Campus Safety and Security for emergency planning and response to crisis situations.
  7. Maintains an organizational structure and staffing to effectively accomplish the goals and objectives of RMS. Develops staff, and sets goals for training and development, performance, and career planning.
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### **Supervisory Responsibility**

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*



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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Bachelor's Degree	Bachelors Degree in Environmental Health Science, Health and Safety, Industrial Hygiene, Health Physics, Biological Sciences, Engineering, Physics, Chemistry or a degree in any directly related or relevant field. Masters Preferred.
<b>Experience (yrs.)</b>	10	Experience in laboratory, research and/or radiation safety, environmental science, health and safety, biological sciences, engineering, or chemistry. Must include 5 years of experience in laboratory, research and/or radiation safety leadership and direct supervisory experience.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Thorough knowledge of applicable laws, rules, regulations and/or policies and procedures imposed by NIH, CDC, OSHA, EPA, NRC, ADEM and other agencies.

Understanding of research administration processes and procedures, and research fields such as biomedical science, engineering, and physical science.

#### **Certification or Licensure Requirements**

Certified Industrial Hygienist, Certified Safety Professional, Certified Chemical Hygiene Officer, Certified Laser Safety Officer (Preferred)

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

No special vision requirements.

Date:

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