Quality, Research and Training Manager

To Safety Partners, the QRT (Quality, Research and Training) group is knowledge, quality, and consistency management of services and EHS program implementation. To support these efforts, the QRT group is responsible for continually monitoring and disseminating information on evolving regulations, advances in best practices surrounding safety program delivery, the onboarding and mentorship of new consultants, development of internal and external trainings.

As our consultants regularly engage in knowledge sharing by leveraging the expertise of their peers to resolve client issues providing the most accurate and current information possible, QRT is an essential pillar to organizational success.

**Job Responsibilities**

* Assist with maintaining the quality and accuracy of templates, training presentations, and various EHS program documentation to ensure accurate and consistent information is available to staff providing EHS services.
* Assist with mentoring and onboarding new consultants by providing one-on-one support.
* Review and update professional development plans on a routine basis
* Consistently hold routine calls/meetings with new employees to continually monitor progress
* Work closely with Team Leaders to ensure thorough oversight of the mentoring and support process.
* Support consultants that are providing routine EHS consulting services to clients to expand the depth and knowledge across our entire team. This entails both supporting client work and mentoring consultants in specific areas of EHS services.
* Research topics and provide concise advice on regulatory requirements.
* Assist with online and classroom course and presentation development.
* Conducting Job Safety Analyses for hazardous materials processes.
* Coordinating and facilitating safety committees.
* Maintaining complete documentations of all aspects of the EHS program.

**Qualifications**

* Bachelor's degree in Life Sciences; Biology or Chemistry degrees strongly preferred.
* Master’s degree or PhD in Life Sciences preferred.
* 5-7 years of EHS related work experience in a laboratory based setting is essential (biotechnology, pharmaceutical research, academic science, or medical technology science preferred)
* Prior experience developing and executing on EHS related training programs
* Knowledge of four or more of the following: OSHA, DEP, EPA, RCRA, DOT, DPH, MWRA, NIH, NFPA, DEA, CDC regulations as they pertain to life science, nanotechnology or engineering companies.

**Required Skills and Competencies**

* Must be highly organized and possess strong prioritization skills, with ability to manage multiple projects simultaneously.
* Must possess superior soft skills, adaptability, and flexibility to adjust to the needs of consultants and clients in order to implement practical programs.
* Must have the ability to interpret regulations and develop guidance around program implementation.
* Capable of looking for ways to improve the quality of client programs and improving staff development.
* Experience and comfort with public speaking.

**Preferred Training**

* OSHA HAZWOPER Operations Level or above.
* Industrial Hygiene courses relevant to laboratory settings.
* 40 hour Principles and Practices of Biosafety or courses targeting biosafety in research labs.
* 40 hour Radiation Safety Officer Course.