
MIT Job Description: Director of Laboratory Safety, Environment, Health & Safety Office (EHS)

Position Overview:

Director of Laboratory Safety, EHS Office, to serve in a leadership role under the Managing Director, EHS. The position directs all staff, operations for two EHS Programs: Biosafety and Industrial Hygiene. Provides the MIT Community expert environmental, health, and safety advice, including laboratory and animal research risk assessment, that supports achievement of Institute academic and research objectives with due consideration of, and in compliance with all applicable federal, state, and local laws, regulations, guidelines, and good practices. Will lead initiatives and manage staff; acts as a leader of the EHS Office; and provides oversight of the overall daily operations, tasks, technical matters, and process of the Laboratory Safety staff for multiple institution wide programs. The Director of Laboratory Safety establishes strategic improvement initiatives, benchmarking, and programs to detect and satisfy new regulations and changing best practices in all fields of responsibility.

Principal Duties and Responsibilities (Essential Functions):**

- Act on behalf of the EHS Managing Director.
- Direct and Manage two EHS Programs: Biosafety and Industrial Hygiene.
- Participate in the EHS budget process.
- Supervise, coordinate, and collaborate with appropriate EHS Associate Directors and supervisors.
- Plan and coordinate programs to leverage resources, improve service, and position MIT to respond to new challenges that may arise.
- Participate as a member of the EHS senior management team under the Managing Director, EHS.
- Supervise the development and training of direct reports and other EHS Office staff to improve their professional qualifications as EHS professionals and knowledge of applicable EHS laws and good practices.
- Employing client service-team orientation, interface with clients and other professionals on areas of concern and find solutions, by including offering various viable options that best serve the Institute's objectives with due consideration of EHS laws and generally accepted good practices.
- As an EHS leader, act as in-house technical expert for laboratory function and design, compliance with all applicable regulations, laws, guidelines, and certifications for research spaces.
- Will be responsible for assisting staff in the interpretation of various laws, regulations, guidelines and ordinances as they pertain to the safe and responsible conduct of research.
- Participate as a leader in the implementation and continuous improvement of an Institute-wide EHS Management System that integrates compliance, sustainability, and education as well as Institute Systems. Mentor EHS lead contacts that are Laboratory Safety group members.
- Serve as a primary contact for the Institute with the National Institute of Health Office of Science Policy, City of Cambridge Biosafety Committee, CDC Select Agent Program, State DPH, Cambridge DPH, and OSHA as it relates to BBP, for all mandated reporting and operational activities day-to-day. Participate in various committees and study groups when safety or other EHS expertise may be warranted.

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- Serve as a voting member of the Institutional Biosafety Committee, as well as a voting member of the MIT Human Embryonic Stem Research Oversight Committee.
 - Act as Institutional Biosafety Officer if and when needed.
 - Support the Institutional Animal Care and Use Committee (IACUC) and the Institutional Review Board (IRB).
 - Oversee the development and maintenance of a comprehensive, consistent, and risk-appropriate Biological Research Registration, Review and Approval Program that utilizes the expertise of the Biosafety Program staff and the Institutional Biosafety Committee. Part of the Review and Approval program includes integration of Biosafety services for training, laboratory inspections and remediation of findings with the EHS-MS.
 - Investigate and analyze accidents and incidents and develop appropriate means to avoid similar problems in the future, as appropriate.
 - Assume an advisory role in connection with EHS participation in the Institute's emergency response programs, and compliance with regulations and the local authorities in all areas related to Laboratory Safety.
 - Develop excellent working relationships with faculty to assist with regulatory compliance, utilize faculty expertise to develop knowledgeable and relevant policies for oversight of laboratory and animal research.
 - Will be involved in utilizing various communications channels to reach and provide information to the MIT community, in particular through the development of good working relationships and team efforts with clients, as well as web-site development oversight, contributing to the development of necessary SOGs, procedures, and implementation of procedures as appropriate.
 - Lead initiatives and manage staff to prevent accidents and injuries associated with laboratory and animal research while achieving overall Institute objectives.
 - Develop or strengthen programs to meet emerging issues and needs of the Institute.
 - Assist clients in finding solutions to problems in a positive manner that demonstrates sensitivity to their primary objectives, good judgment in balancing safety and other objectives and client schedule constraints.
 - Participate in on-call rotational system providing off-hours support when necessary to resolve emergency EHS issues and serve as specialist to emergency response groups.
 - Other duties as directed by the Managing Director of EHS to meet EHS missions.

Supervision Received:

This position reports to the Managing Director, EHS.

Supervision Exercised:

This position will lead Institute-wide major EHS programs (such as Training, Inspection, PI Space Registration or Emergency Preparedness) and functionally supervise staff at a variety of levels of offices across the Institute. The position is responsible for directing, managing, and training professional, administrative, and support staff of the Laboratory Safety group. Supervises the development and training of staff to improve and enhance their professional development,

qualifications and knowledge of applicable laws, regulations, guidelines, and practices, as well as their ability to weigh and balance concerns, facility design, research goals, and Institute policies.

This position will have frequent contact with senior Institute officers, department heads, faculty, professional and other staff, students, outside agencies, consultants, and government representatives. Interface with other professionals on areas of concern and find agreement through offering various viable options that best serve the Institute's objectives with due consideration of regulations, accreditations, laws and generally accepted good practices. Serve as a primary liaison with government agencies and provide assurances for compliance to relevant agencies related to biological research. Encourage teamwork and a focus on practical solutions and problem solving from the perspective of the client and Institute.

Qualifications & Skills:

This position requires technical expertise in environmental health and safety related to the recognition, evaluation, and control of biological and chemical agents, and general expertise in a range of EHS disciplines. A master's degree with a minimum of 10 years of experience required; PhD preferred. Experience in developing and managing an active Institutional Biosafety Committee and Biological Research Registration, Review and Approval Program is needed. Ability to manage people and projects and to appropriately prioritize heavy workload and client needs. Ability to influence and inspire staff, colleagues, and superiors. Service and team orientation. Active listening skills, bias for action, and ability to communicate for results, think conceptually and build teams. Tactical and strategic thinking and problem-solving ability. Organizational and cultural awareness, diplomacy, and judgement skills. Ability to appreciate and work to achieve the "big picture" while also being detail oriented. Organizational skills and ability to follow through and achieve objectives and tasks in a timely manner. Professional credential in a recognized EHS discipline, such as CBSP, CIH, or RBP is desirable.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.