

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

**Design: Identify Job Duties and Value****Job Purpose and Organizational Context**

Why the job exists:

Reporting to the Scientific Lead, Forensic Biology, the Team Lead is responsible for the day-to-day management, coordination, and delivery of operational activities within the Provincial Forensic Biology Laboratory. The position provides technical and supervisory leadership to a team of forensic biologists, technologists, and support staff, ensuring that all forensic DNA analyses are performed in accordance with established protocols, accreditation standards, and scientific best practices. The Team Lead ensures that high-quality forensic services are delivered efficiently and effectively to support criminal investigations and judicial proceedings across Alberta.

The Team Lead is an operational supervisory position responsible for coordinating casework activities, overseeing staff performance, and maintaining laboratory productivity and quality standards. The position provides technical guidance and review of casework to ensure that all analyses meet accreditation and quality assurance requirements. The Team Lead supports the Scientific Lead in the implementation of new testing methodologies, validation studies, and training programs and ensures that team members are competent and confident in applying validated procedures and analytical techniques.

In addition to overseeing laboratory casework, the Team Lead contributes to the development, implementation, and maintenance of standard operating procedures, safety protocols, and documentation necessary to maintain accreditation and audit readiness. The position plays a key role in recruiting, onboarding, and training new staff, conducting performance evaluations, and fostering a culture of professional growth, accountability, and scientific excellence within the team.

The Team Lead maintains close working relationships with law enforcement agencies, Crown prosecutors, and other forensic laboratories to ensure consistent, high-quality, and timely service delivery. The position ensures that all case documentation, evidence handling, and data management practices adhere to the standards established by the Canadian judiciary, international accrediting bodies, and the forensic science community. As required, the Team Lead may appear as an expert witness in court to provide clear, objective, and scientifically defensible testimony regarding forensic methods and results.

This position plays a vital role in maintaining the operational effectiveness of the provincial forensic DNA laboratory. By providing technical direction, supervisory oversight, and a commitment to quality and innovation, the Team Lead ensures that the laboratory's services contribute directly to the accurate, reliable, and timely delivery of forensic evidence in support of Alberta's justice and public safety priorities.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### 1. Oversight of Forensic DNA Operations.

- Manage day-to-day forensic DNA casework, ensuring adherence to validated procedures, quality assurance standards, and accreditation requirements.
- Provide technical guidance and review of casework to ensure analytical accuracy, scientific defensibility, and timely reporting of results.
- Coordinate workflow and case assignments to balance workloads, monitor progress, and meet established service standards.
- Supervise, train, and mentor staff, temporary employees, and students in forensic techniques, laboratory safety, and quality practices.
- Ensure compliance with laboratory quality management system (QMS) requirements, including documentation control, adherence to SOPs, and participation in audits and corrective actions.
- Conduct technical reviews and verifications of reports, data, and case files to ensure compliance with accreditation and court standards.
- Support validation studies, proficiency testing, and method implementation under the direction of the Scientific Lead, contributing to continuous improvement initiatives.
- Assist with equipment verification, calibration, and maintenance to ensure analytical readiness and traceability of results.
- Monitor inventory and laboratory resources to support uninterrupted casework operations and communicate supply needs to management.
- Participate in the development and delivery of staff training programs, including on-boarding and competency assessments, and proficiency testing.
- Maintain operational relationships with law enforcement agencies, prosecutors, and other forensic partners to ensure effective case coordination and communication.
- Contribute to staff development and team performance through coaching, technical presentations, and professional development activities.
- Assist in preparing and updating operational documentation, including SOPs, validation reports, and technical summaries.
- Support the Scientific Lead in maintaining accreditation, including preparation for assessments and responding to auditor inquiries.

### 2. Management of Laboratory Operations.

- Supervise and lead a team of forensic biologists and technologists, including scheduling, workload

distribution, and daily oversight of laboratory activities.

- Foster a professional, safe, and collaborative work environment that promotes accountability, teamwork, and continuous improvement.
- Monitor and review staff performance, providing ongoing feedback, coaching, and participation in formal evaluations under the direction of the Scientific Lead.
- Ensure compliance with laboratory quality management system (QMS) requirements, accreditation standards, and corrective action processes.
- Assist in maintaining laboratory accreditation, including preparation for audits, participation in internal assessments, and support for compliance with CODIS and NDDB standards.
- Oversee laboratory documentation, training records, and standard operating procedures (SOPs) to ensure accuracy, currency, and alignment with accreditation requirements.
- Support validation and verification of laboratory equipment and methods, ensuring calibration, maintenance, and traceability are documented.
- Assist with operational budgeting and procurement, including monitoring expenditures, managing consumables, and coordinating equipment maintenance or replacement needs.
- Coordinate staff competency assessments and training activities to maintain high technical proficiency and readiness for accreditation reviews.
- Contribute to workflow and resource planning to ensure timely completion of casework and research activities within established service standards.
- Provide operational liaison with law enforcement agencies, prosecutors, and partner laboratories to facilitate case coordination and interagency collaboration.
- Provide expert testimony regarding laboratory procedures and results when required, under the guidance of the Scientific Lead.

### 3. Forensic DNA Expertise and Support to Law Enforcement.

- Provide technical oversight of forensic DNA casework, ensuring proper evidence handling, chain-of-custody, and documentation practices in compliance with laboratory SOPs and accreditation standards.
- Review and approve case reports, verifying scientific validity, accuracy, and compliance with evidentiary standards for court presentation.
- Advise law enforcement and investigative personnel on proper evidence collection, packaging, and submission procedures to ensure admissibility and scientific integrity.
- Support training programs for police and other enforcement agencies, including hands-on instruction, workshops, and guidance on forensic evidence handling and case submission.
- Offer technical guidance and expertise to other forensic laboratories, medical examiners, hospitals, and academic institutions to support collaborative casework and research initiatives.
- Provide expert testimony in court when required, presenting forensic findings clearly, objectively, and in accordance with professional standards and accreditation requirements.
- Act as a departmental scientific expert and representative, supporting the incorporation of forensic results into program, operational, and policy decisions under the guidance of the Scientific Lead.
- Participate in provincial, national, and multi-jurisdictional project teams, boards, panels, or committees to contribute scientific expertise and support evidence-based decision-making.
- Contribute to the scientific community through peer-reviewed publications, presentations at national or international conferences.
- Assist in the evaluation and integration of new forensic methods or technologies into casework under the direction of the Scientific Lead.
- Participate in internal technical discussions, case reviews, and proficiency assessments to ensure ongoing compliance with laboratory quality standards.

### **Problem Solving**

Typical problems solved:

The Team Lead is responsible for resolving a wide range of operational and technical challenges within the Provincial Forensic Biology Laboratory. The position addresses issues related to the day-to-day management of forensic DNA casework, ensuring that laboratory procedures, workflows, and staff assignments support accurate, timely, and defensible results. This includes troubleshooting casework inconsistencies, resolving workflow bottlenecks, addressing staffing and scheduling challenges, and

managing equipment or resource limitations.

Operationally, the Team Lead ensures that casework is prioritized effectively to meet investigative and court-imposed deadlines while maintaining adherence to accreditation and quality assurance standards. The position supports the Scientific Lead in implementing corrective actions from audits, quality reviews, or accreditation assessments, and assists in integrating new methods, technologies, or procedural updates without disrupting ongoing casework.

The Team Lead also resolves challenges related to staff performance, team coordination, and workplace dynamics, fostering a professional environment that promotes accountability, collaboration, and continuous improvement. The position provides guidance to ensure that case documentation, evidence handling, and reporting meet professional and judicial standards.

The Team Lead operates with limited direct oversight for day-to-day operational decisions and requires strong judgment, critical analysis, and the ability to coordinate technical, operational, and administrative considerations to resolve problems that affect the efficiency, reliability, and credibility of the forensic DNA program.

Types of guidance available for problem solving:

Guidance for problem solving is available through multiple internal and external sources. The Team Lead may consult with the Scientific Lead or senior scientific staff, quality assurance specialists, technical experts, and other accredited forensic laboratories across Canada to resolve complex analytical or operational challenges. Input is also available from equipment manufacturers, professional associations, and national or international forensic science experts to support methodological decisions or technology implementation.

Within government, guidance may be sought from departmental executives, legal counsel, and intergovernmental partners involved in forensic service delivery. Collaboration with police agencies, regulatory bodies, and academic institutions provides additional expertise and perspective, supporting sound decision-making, policy development, and continuous improvement of laboratory operations. While these sources offer advice and technical insight, the Scientific Lead retains ultimate responsibility for integrating guidance into laboratory operations, research, and casework decisions.

Direct or indirect impacts of decisions:

**Direct Impact:**

Decisions made by the Team Lead has immediate and significant effects on the day-to-day functioning of the forensic DNA laboratory. These include the accuracy, reliability, and timeliness of forensic results, which are critical to law enforcement investigations and prosecutions. The Team Lead's choices influence staff performance, workflow prioritization, resource allocation, and compliance with accreditation and legal standards. In high-profile or complex cases, these decisions directly affect investigative outcomes, the quality of evidence presented in court, and the ability of prosecutors to secure just outcomes. Errors or lapses in operational, scientific, or quality management decisions could compromise the integrity of evidence and have serious consequences for the justice system.

**Indirect Impact:**

Decisions also have broader, long-term effects on the laboratory, the justice system, and public confidence in forensic science. By establishing operational procedures, validation standards, and training programs, the Team Lead helps shape the laboratory's reputation for scientific excellence and credibility. Strategic decisions regarding research, technology adoption, and inter-agency collaboration influence national and international forensic practices and partnerships. Indirectly, these decisions affect policy development, the professional development of staff, and the sustainability of the laboratory's operations. The Team Lead's guidance in high-stakes cases and oversight of accreditation, quality assurance, and methodological standards contributes to long-term confidence in forensic evidence, judicial outcomes, and public trust in law enforcement.

## Key Relationships

Major stakeholders and purpose of interactions:

1. Police Agencies - municipal, provincial, and federal (External - Daily): Collaborate on casework priorities, evidence submission, investigative support, and interpretation of forensic results.
2. Alberta Crown Prosecution Services (Internal - Daily) - Provide expert input on admissibility of DNA evidence, case preparation, DNA reporting results, and courtroom testimony.
3. Office of the Chief Medical Examiner (OCME) (Internal - Weekly) - Coordinate on forensic case investigations, biological evidence handling, and interpretation in death investigations.
4. Standards Council of Canada (SCC, Accreditation) (External - Weekly) - Ensure laboratory meets annual national accreditation standards, manage compliance, and implement corrective actions as required.
5. National DNA Data Bank (NDDDB) (External - Monthly) - Ensure laboratory meets annual national accreditation standards, manage compliance, and implement corrective actions to maintain CODIS certification and access.
6. National Forensic Laboratory Services (NFLS) (External - Monthly) - Align methodologies, share best practices, and consult on complex or high-profile forensic cases.
7. Centre of Forensic Sciences (CFS, Ontario) (External - Monthly) - Collaborate on specialized forensic testing, validation, and method development.
8. Laboratory Services and Judicial Medical Laboratories (LSJML) (External - Monthly) - Share expertise, coordinate testing protocols, and exchange quality assurance practices.
9. Other Provincial and Territorial Forensic Laboratories (External - Quarterly)- Collaborate on research, method development, and technology transfer.
10. Scientific Working Group on DNA Analysis Methods (SWGDM)(External - Quarterly): Consult on DNA methodology standards, validation, and best practices to ensure consistency with international forensic guidelines.
11. Professional Associations (e.g., Canadian Society of Forensic Science, International Society for Forensic Genetics) (External - Quarterly) - Maintain knowledge of emerging practices, standards, and innovations in forensic DNA analysis.
12. Post-secondary Institutions and Academic Researchers (External - Quarterly) - Engage in forensic research partnerships, training, and professional development.

The Team Lead interacts with these stakeholders to ensure the laboratory delivers accurate, timely, and legally defensible forensic results; maintains accreditation and quality management standards; supports law enforcement investigations and prosecutions; participates in method development, research, and technology transfer; and contributes to professional development and knowledge sharing within the forensic community.

## Required Education, Experience and Technical Competencies

| Education Level | Focus/Major | 2nd Major/Minor if applicable | Designation |
|-----------------|-------------|-------------------------------|-------------|
| Doctorate       | Science     |                               |             |

If other, specify:

Minimum of 3 years of human DNA experience and 5 years experience in a forensic laboratory

Job-specific experience, technical competencies, certification and/or training:

The Team Lead must have extensive knowledge of laboratory accreditation standards, quality management systems, and the accreditation process. The role requires an exceptional level of technical expertise in core forensic DNA techniques, including:

- DNA extraction
- Polymerase Chain Reaction (PCR)
- Capillary electrophoresis
- DNA fragment analysis
- DNA sequencing

In addition, the position requires advanced functional expertise in forensic laboratory operations, including:

Evidence handling and chain-of-custody management

Searching for and collecting biological substances  
Physical matching of biological or material evidence  
Application of forensic population genetics and statistical analyses  
Providing expert testimony in court  
Forensic case management and workflow prioritization  
Laboratory accreditation compliance  
Quality management systems implementation and oversight

The Team Lead applies this combination of technical, scientific, and operational skills to ensure the laboratory produces accurate, timely, and legally defensible results that support law enforcement investigations and prosecutions.

Operational responsibilities encompass managing budgets and contracts, ensuring adequate supplies and properly trained staff, supervising and developing personnel, setting and maintaining standards, prioritizing casework and research projects, and maintaining accreditation and quality assurance systems. The Team Lead must continuously adjust priorities in response to changing investigative, legal, and operational requirements, such as court deadlines and emergent cases.

Exceptional independent judgment, planning, and time management are essential to balance competing demands and coordinate multiple investigations or projects simultaneously. In addition to scientific expertise, the Team Lead must demonstrate strong management and supervisory skills, foster effective professional relationships with internal and external stakeholders at the provincial, national, and international levels, and cultivate a collaborative environment that encourages creativity and innovation within the laboratory team.

The Team Lead must demonstrate exceptional leadership, decision-making, organizational, time management, and supervisory skills to lead a team of scientists and manage external contractors, ensuring laboratory objectives are met efficiently, safely, and in compliance with legal and accreditation standards. Advanced written and technical communication skills are required to prepare reports, briefings, and publications for senior management, legal counsel, and external agencies. Exceptional oral communication skills are essential for delivering expert testimony, academic presentations, forensic training, and field advice. The Team Lead must clearly convey complex scientific results, actively listen to feedback, and provide guidance on novel investigative situations while maintaining rigorous forensic and operational standards.