

Name:

Department (and Section where appropriate): Beer and Beverage Analysis – Analytical Laboratory

Grade: G2

Job Title: Analyst

Immediate Line Manager (Job Title): Group Leader

### **Job Purpose**

To undertake analysis of client samples and support associated method development activities. The prime focus is within the Analytical Section, but may also be asked to perform any other analyses within the Department.

### **Main Duties (including % of time spent)**

- Maintenance of the efficient operation of the UKAS system within areas of work and compliance with all aspects of the Quality System (5%).
- Carry out analysis of materials related primarily to the alcoholic beverages industry according to client instructions, within agreed timescales. (70%).
- Perform method development activities, under direction. Collate data and produce reports. (5%).
- Calibration, maintenance and daily monitoring of laboratory equipment, e.g. balances, pipettes (5%).
- Learning new analytical techniques as required (5%).
- Training staff new to the group. (5%).
- General housekeeping (5%).

### **Knowledge, Skills & Experience**

- A Levels including a science subject.
- Degree or equivalent qualification in science, ideally chemistry, would be preferable.
- Experience in an analytical chemistry laboratory and an understanding of standard wet chemical analysis and/or liquid and gas chromatographic techniques would be an advantage.
- Computer literate.
- Good written and verbal communication skills.
- Practically minded and able to work as part of a team.

### **KEY TASKS & RESPONSIBILITIES**

#### **1. Communications**

- Daily communication with colleagues to give and receive instructions and exchange information.
- Maintaining written logs and records within the laboratory shared with colleagues.
- Compiling data for analytical reports.
- Producing method development reports and assessment data.

#### **2. Analytical Skills & Creativity**

- Over come daily issues with minimal supervision.
- Problem solving skills to troubleshoot problems with complex equipment and methods.
- Planning skills required for short term projects.
- Time management and adherence to timescales.

#### **3. Management of Activities**

- Coordination of own workload to comply with defined deadlines.
- To work with minimal input from senior analyst.
- Contribute to on going improvement and efficiency activities.

**4. Management of People**

- Assist management of activities and training of new staff to group. Includes use of complex equipment.  
Section Manager – group leader – JOB HOLDER.

**5. Management of Finance & Resources**

- Responsible for correct use of capital equipment and efficient use of consumables, includes equipment having a high capital value.
- Shared responsibility for ordering reagents and consumables with a need to ensure fitness for purpose.
- Correct selection and purchase of reference materials.

**6. Autonomy & Accountability**

- Accountable for own work with an awareness of the implications of errors on the business.
- Minimal supervision required.
- Consult with LM as required especially when performing non routine work.
- Work within company standards as specified by business management systems.

**7. Working Environment**

- Mostly laboratory based.
- Daily interaction with extremely hazardous chemicals.
- Use of equipment that employs pressurised highly flammable gases..
- Risk assessments and PPE are provided.

**8. Other designated job roles** (Please tick those applicable)

Technical Panel Secretary  
 Quality Co-ordinator  
 Safety Co-ordinator  
 First Aider  
 First Aid Leader  
 Fire Officer  
 Fire Leader  
 Out of Hours Service  
 Software Co-ordinator  
 Trained internal Auditor  
 Equipment Officer  
 Departmental Archivist  
 Hygiene Manager  
 Process Hall Manager  
 Event Director  
 Risk Assessor  
 Biological Safety Officer  
 Safety Representative  
 Safety Committee Member  
 Sample Receipt Steward  
 Authorised Driver (in line with Car Policy)

**DSE User****Manual Handler****Signed & Dated**

Job Holder ..... Date .....

Line Manager ..... Date .....