

Name:

Department (and Section where appropriate): Chemistry and Biochemistry (Chromatography Section)

Grade: G2

Job Title: Analyst

Immediate Line Manager (Job Title): Chromatography Section Manager

Job Purpose

To perform the fundamental technical operations required within a specific, process and/or laboratory area and to provide practical assistance to colleagues by supporting and/or partaking in the preparation, analysis and testing of test items, instruments and samples.

Main Duties (including % of time spent)

- Agreeing contracts with clients and establishing contracts prices (5%)
- To undertake chemical analyses including samples receipt, analysis, use of advanced analytical instrumentation (GC/MS and ICP), interpretation of results and reporting of scientific work to clients (80%)
- To promote the work of the department to members and non-members and generate new contact work (5%)
- Fulfil the specified requirements for the quality control that demonstrate and monitor the validity of work, tests and calibration (10%)
- Conduct work complying with all relevant policies, rules, methods, procedures and instructions and/or in accordance with specific and agreed project, study or work plans
- Maintaining a high standard of housekeeping and hygiene

Knowledge, Skills & Experience

- Degree or equivalent experience in the field of analytical science
- Experience using Microsoft packages - word/excel/outlook/PowerPoint
- Experience working within an accreditation scheme
- Experience In ICP/MS and GC/MS team
- Flexibility to work on many tasks and manage priorities
- Proven effectiveness in managing timely and cost-effective delivery of technical services/research outputs.

KEY TASKS & RESPONSIBILITIES

1. Communications

- Able to effectively communicate at all levels verbally or in writing to personnel of differing technical abilities
- Liaise with clients on a regular basis. Agreeing contracts with clients, establishing contract price, interpreting and reporting results
- Give formal presentations to science panels with Campden BRI
- Management and co-ordination of projects which involve multiple analyses by various sections/departments.
- Write new methods and new working instructions as required

2. Analytical Skills & Creativity

- Able to follow detailed written methods and procedures in the laboratory
- Data interpretation, problem solving and statistical analysis
- Development of bespoke methods to meet specific client needs based on available literature
- Able to make judgements of compliance to QC requirements within methods

<p><u>3. Management of Activities</u></p> <ul style="list-style-type: none"> • Organisation/planning//co-originating and execution of research/contract work to meet deadlines • Project Management and supervision • Reviewing UKAS accredited methods • Fulfil the specified requirements for the quality control that demonstrate and monitor the validity of work, tests and calibration • Assist with new areas of business/method development
<p><u>4. Management of People</u></p> <ul style="list-style-type: none"> • Supervisory role for student placements and other full-time staff carrying out analysis • Train new and current members of staff in UKAS accredited methods the use of various equipment including GC/MS and ICP/MS • HoD-Section Leader - JOB HOLDER –Technicians
<p><u>5. Management of Finance & Resources</u></p> <ul style="list-style-type: none"> • Specified responsibility for use and maintenance of expensive items of equipment in labs • Promote work through clients in order to generate new business
<p><u>6. Autonomy & Accountability</u></p> <ul style="list-style-type: none"> • Autonomy to quote and agree contract prices, plan and carry out, report and invoice work relating to area of analysis • Responsibility to work to company standards as laid down in the BMS and in local procedures
<p><u>7. Working Environment</u></p> <ul style="list-style-type: none"> • Laboratory and Office based work • Work in special environmental conditions including working with dangerous chemicals (PPE provided)
<p><u>8. Other designated job roles</u> (Please tick those applicable)</p> <p>Equipment Officer Sample Receipt Steward</p>

DSE User

Uses DSE approximately 50% of working day

Manual Handler**Signed & Dated**

Job Holder Date

Line Manager Date