

Name:

Department (and Section where appropriate): Microbiology - CLAS

Grade: G3

Job Title: Laboratory Assessor

Immediate Line Manager (Job Title): Christina Oscroft (CLAS Group Manager)

Job Purpose

- To manage and deliver assessments, pre-assessments, consultancies, training and other work for the auditing and related services operated by CLAS/Campden BRI as relevant to the post/skill set of the person and the agreed focus of their role
- To provide auditor support to the Campden BRI Internal audit programme
- To interface with clients and provide up to date advice and assistance relating to laboratory quality standards, good laboratory practice and accreditation
- To contribute to development of new business within the CLAS Group

Main Duties (%time will be commensurate to the individual and skill set and subsequent primary focus of their role)

- Manage and deliver laboratory assessments, pre-assessments, consultancies and training to the required standard as expected of a full-time assessor and as commensurate with the individuals experience/skill set to ensure assigned work is completed on schedule
- To provide auditor support to the Campden BRI Internal audit programme
- Contribute to the development of services provided by CLAS
- If required, present lectures on Campden BRI courses and at appropriate meetings
- Promote services of CLAS group to secure new business and answer enquires relating to contract CLAS projects (as part of client contact during assessments)

Knowledge, Skills & Experience

- Recognised qualifications in, and proven, up to date knowledge and experience of food compositional analyses.
- Extensive proven practical experience and technical understanding of up to date standard/recognised food compositional methods and novel/commercial rapid methods, and routine testing activities
- Extensive experience and understanding of the management, technical and quality requirements in ISO 17025 and/or CLAS Standard - acquired by first-hand experience over several years
 - a) managing/supervising at a senior level, accredited laboratory operations and
 - b) developing and implementing quality systems within laboratories.
- Experience of planning and conducting in house method evaluations/validations, appraising data and compiling validation reports.
- Trained in principle of auditing with previous proven experience of auditing quality systems (preferably within laboratory operations) against recognised Standards.
- Experience of deriving Measurement Uncertainty values and associated statistics
- Although the above experience and knowledge associated with food compositional analysis is sought, experience/knowledge of microbiology testing activities and associated recognised/standard methods for pathogens, spoilage, indicator organisms would be desirable, but not essential, to potentially support the microbiology laboratory assessment services also provided by CLAS.
- Full and clean driving licence
- Experience of driving long distances and driving to/from sites for business purposes
- Must be eligible to work in the UK, and if not a UK citizen, must not have restrictions for travel and work outside the UK

KEY TASKS & RESPONSIBILITIES**1. Communications**

- Good people skills to achieve effective interaction, co-operation and communication with technical/junior staff and senior management
- Good standard of verbal and written communication
- Initiate client contact to achieve business and client objectives.
- Produce clear and accurate reports, non-compliances and corrective action replies to clients
- Prepare and give formal presentations on training courses and meetings as appropriate.

2. Analytical Skills & Creativity

- Make technically and scientifically valid judgements on the suitability of methods, validation data, technical data, quality systems and operations within laboratories in relation to the scope of the work.
- Make sound decisions on compliance of systems/operations against the relevant Standard.
- Make sound and defensible decisions on recommendations for accreditation/approval based on nature of findings.
- Make sound decisions on course of actions required in non-routine situations arising at assessments/consultancies, with some input from the section manager when situations require
- Make suggestions on how further work could enhance quality of work, reliability of results and standard of systems and service provided within client operations
- Make suggestions on how the quality of work and range of services offered by CLAS could be enhanced/expanded.

3. Management of Activities

- Responsible for managing and delivering work (e.g. timely arrangement of visits; proactive follow up of late returns of required pre-visit documentation; timely issue of reports and corrective action replies; planning of travel and accommodation requirements)
- Project management to achieve objectives and timescales, and within financial budgets.
- Timely notification of any difficulties within clients that affect delivering assigned work
- Assisting group leader to develop and meet group business strategies

4. Management of People

- Reporting structure Associated Director → Group Leader →JOB HOLDER

5. Management of Finance & Resources

- Responsible for financial management of assigned projects
- Contribute to generation of income from contract projects towards groups financial budget

6. Autonomy & Accountability

- Accountable for own decisions relating to assessments, audits, consultancies, training assigned.
- Require minimal managerial input from line manager

7. Working Environment

- Required to work extensively off site in client laboratory environments, within food production operations or contract laboratory operations.
- Required to spend extensive periods of time travelling

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

Quality Co-ordinator

Safety Co-ordinator

First Aider

First Aid Leader

Fire Officer

Fire Leader

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 Yes

Manual Handler No

Signed & Dated

Job Holder Date

Line Manager Date