

Campden BRI (Chipping Campden) Limited

Station Road Chipping Campden Gloucestershire GL55 6LD UK

Tel: +44 (0)1386 842000 Fax: +44 (0)1386 842100 Web: www.campdenbri.co.uk

Campden BRI (Nutfield)

Centenary Hall Coopers Hill Road Nutfield Surrey RH1 4HY UK

Tel: +44(0)1737 822272 Fax: +44(0)1737 822747 Web: www.campdenbri.co.uk

Job Profile

Laboratory Assessor – CLAS Food Compositional (Based in Microbiology Department)

For enquiries concerning this job, please contact:

Human Resources Department
Campden BRI
Station Road
Chipping Campden
Gloucestershire
GL55 6LD

Telephone: +44(0)1386 842091
Email address: victoria.murphy@campdenbri.co.uk
Web site address: <http://www.campdenbri.co.uk>

Campden BRI provides scientific, technical, and legislative support to the food, drinks and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue-chip companies and household names.

Locations

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will be based at the Chipping Campden site but could require from time to time travel to other Group sites.

The site in Chipping Campden employs approximately 260 full or part-time staff. A further 40 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa.

Department

Campden Laboratory Accreditation Scheme (CLAS)

CLAS was established in 1992 and provides a professional, independent assessment and accreditation service for laboratories undertaking chemical, microbiological, and physical testing activities in the food, drink, milling, personal care industries and related sectors. CLAS is one of the foremost accreditation schemes for food and drink laboratories in the UK with approximately 200 laboratories assessed and accredited each year (~80% UK and 20% overseas) by a dedicated team of assessors. CLAS is recognised both domestically and internationally for the quality of its audits, which reflects the high calibre of our assessors. In addition, the CLAS team supplies specialised supplementary audit programmes for individual clients, including a number of UK retailers to verify implementation of specific policies and requirements for microbiology testing and also provides consultancy/training support in the field of laboratory quality systems.

The Position

A full-time position for a Laboratory Assessor, based at our Chipping Campden site, has arisen to support the Campden Laboratory Accreditation Scheme, and other laboratory audit programmes it operates potentially also including the Campden BRI Retailer Supplementary Audit Scheme.

The position is for someone with strong, proven and up to date knowledge and experience in food compositional analysis, laboratory management and laboratory quality systems (particularly ISO17025); and also proven experience of auditing to recognised standards.

Due to restrictions on working practices associated with the coronavirus pandemic assessments are being undertaken remotely. However, when these restrictions are lifted site-based assessment visits will recommence.

The job is demanding and, when a return to site based assessments is allowed, requires a substantial amount of travelling, often out of core hours - predominantly in the UK though overseas travel will be expected to varying degrees throughout the year – and the need to work to defined deadlines.

The individual should be able to work as part of a small team but must also be self-confident and self-motivated to be able to effectively manage their own time and their own work.

The candidate must be confident and have the ability and experience to work independently to assess quality systems for suitability during assessments, to manage and control these days professionally and quickly adapt/respond to unforeseen situations during assessments. The candidate must be able to rapidly assimilate and process information and situations to make accurate decisions on the status of operations. They must also be able to clearly communicate these, both verbally and written, and be able to constructively and technically defend them if challenged. The candidate must also be able to draw upon their extensive range of knowledge/experience to give practical advice to help clients resolve issues found and be innovative in offering pertinent recommendations that are beneficial to clients and add value to assessments.

An important part of this job involves direct interaction with clients and establishing professional working relations with participating laboratories. An open personality with a professional, friendly, courteous, enthusiastic, can do attitude coupled with good interpersonal and communication skills are essential to this post. The candidate must also be comfortable and experienced in handling meetings and interacting with Senior management.

When the coronavirus restrictions are lifted and site-based assessment recommence, this position will potentially include the provision of a company car.

For the right candidate the position can be home based after successful completion of training, but regular working day visits to site will be expected.

Duties and responsibilities:

- To conduct laboratory assessments as expected of a full-time assessor.
- To deliver professional assessments of the expected scope and standard
- To manage, deliver and report work to defined deadlines and required standard
- To accurately assess the suitability and status of laboratory operations (management and technical areas) and give valid/defendable recommendations on accreditation/approval
- To accurately review and comment on technical content of methods and suitability of supporting in house validation data and QC checks in relation to intended use
- To accurately assess suitability of actions to address findings raised by assessments and provide constructive feedback.
- To interface with clients in a professional, friendly, can do and courteous manner and promote Campden BRI as a centre of excellence in the field of laboratory assessments
- To provide practical, reliable, technically valid training and consultancy to assist laboratories develop quality systems and work towards accreditation.
- To provide input into Campden's internal audit activities

Qualifications and competencies

- 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.

- Proven experience of planning and conducting in house method evaluations/validations, appraising data and compiling validation reports.
- Experience of deriving Measurement Uncertainty values and associated statistics.
- Trained in principle of auditing with previous proven experience of auditing quality systems against recognised Standards (preferably within laboratory operations)
- 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 Skills

- Ability to work in small team, be able to effectively manage own time and deliver work of the required accuracy and standard to defined timescales.
- Self-confident, able to work independently, under pressure and able to adapt/respond to unforeseen situations.
- Ability to rapidly appraise suitability of information/situations and make accurate decisions that can be justified/defended.
- Good organisational abilities.
- Clear and confident oral communication/language skills and ability to prepare clear, accurate, professional written reports
- Proficient key board skills and advanced knowledge of the functionality of outlook, excel and word
- A professional, mature, enthusiastic, can do, open personality comfortable and confident in interacting with management and technical staff.

Hours of Work: 8.45am to 5.15pm (4.30pm on Fridays)
These hours do not apply to audit days and any out of hours travel that may be associated with audits

Pay and benefits

Salary:	£25,000 - £33,000 pa (commensurate with previous experience relevant to the post) This position has the potential to come with a company car.
Grade:	G3
Holidays:	24 days plus public holidays and a buying/selling holiday scheme.
Pension scheme:	Campden BRI operates a pension scheme
Training:	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
Health:	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
Others:	Other benefits include subsidised restaurant/vending machine and parking on site.

Further Information

If further information is required, please visit our website www.campdenbri.co.uk