

Name:

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

Grade: G3

Job Title: Chromatography Group Manager

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. To perform method development using various analytical techniques (e.g. LC/MS/MS and GC)

Main Duties (including % of time spent)

- Design and develop methodology using LC/MS/MS, HPLC and GC/MS/MS for the analysis of trace components/contaminants in food and drink (30%)
- To undertake chemical contaminants research and analyses including samples receipt, analysis, use of advanced analytical instrumentation, interpretation of results and reporting of scientific work to clients (30%)
- Training and supervision of junior analysts (15%)
- Responding to client enquiries relating to testing within the section (10%)
- To publish newsletters and other documents outlining recent method development and results (5%)
- 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 (5%)
- 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
- Ability to manage a small team
- Flexibility to work on many tasks and manage priorities
- Ability to negotiate with potential customers and develop new business
- 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

3. Management of Activities

- Organisation/planning/co-originating and execution of research/contract work to meet deadlines
- Project Management and supervision
- Regularly 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

4. Management of People

- 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 LC/MS/MS
- HoD-Section Leader - JOB HOLDER –Technicians

5. Management of Finance & Resources

- Manage projects with an annual income of 150K
- Specified responsibility for use and maintenance of expensive items of equipment in labs
- Promote work through clients in order to generate new business

6. Autonomy & Accountability

- 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

7. Working Environment

- Laboratory and Office based work
- Work in special environmental conditions including working with dangerous chemicals (PPE provided)

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

Equipment Officer
Sample Receipt Steward

DSE User

Uses DSE approximately 50% of working day

Manual Handler**Signed & Dated**

Job Holder Date

Line Manager Date