

**Name:**

**Department (and Section where appropriate):** Chromatography Section, Chemistry Department

**Grade:** G1

**Job Title:** Technician - Chromatography

**Immediate Line Manager (Job Title):** Senior Analyst

### **Job Purpose**

To undertake administration and analysis of samples in the Chromatography Section together with all associated activities.

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

Primarily involved with the extraction and analysis of foods by LC/MS/MS but can extend to other methods of analysis.

- Carry out the analysis of foodstuffs and materials relating to the food industry according to client instructions, within agreed timescales. (70%).
- Carry out administrative tasks relating to analytical work e.g. sample receipt and booking in of samples into LIMS (10%).
- Perform method development activities under the direction of a senior analyst. Collect data and produce reports (5).
- Preparation of samples for analysis (10%).
- Maintaining high standards of housekeeping and hygiene (8%).
- Comply with all relevant policies, procedures and instructions (5%).
- Calibration, maintenance and daily monitoring of lab equipment e.g. balances, pipettes (2%)

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

- GCSE/A levels including a science subject and/or a minimum of two years relevant experience.
- Ability to undertake routine analytical testing with minimum supervision.
- Good organisational skills in managing own workload.
- Ability to work in a small team with minimal supervision.
- Flexibility to work on a number of tasks and manage priorities.
- Good written and verbal communication skills.

### **KEY TASKS & RESPONSIBILITIES**

#### **1. Communications**

- Able to effectively communicate at all levels verbally or in writing to personnel of differing technical abilities.
- Answering client enquiries regarding sample process and scheduling.
- Maintaining written logs and records within the laboratory.
- To calculate and report test results to line manager.
- Able to interact and relate to other members of the team.

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

- Ability to follow detailed written methods and procedures in the laboratory.
- Competent in both GC/MS/MS and LC/MS/MS analytical techniques.
- Able to aid in the research and development of methods, and perform validation and proficiency testing.
- Able to make judgements of compliance to QC requirements within methods.
- Good knowledge of Word and Excel.
- Practically minded and able to work within a team.
- A keen interest in Food Science and its application to the food industry.
- Time management and adherence to timescales.
- Planning skills for short term projects.

<p><b><u>3. Management of Activities</u></b></p> <ul style="list-style-type: none"> <li>• Co-ordination of laboratory tasks given by line manager.</li> <li>• Organised and methodical approach to work.</li> </ul>
<p><b><u>4. Management of People</u></b></p> <ul style="list-style-type: none"> <li>• No line management responsibility.</li> <li>• Laboratory Supervisor-Job Holder.</li> </ul>
<p><b><u>5. Management of Finance &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• No financial responsibility.</li> </ul>
<p><b><u>6. Autonomy &amp; Accountability</u></b></p> <ul style="list-style-type: none"> <li>• Some autonomy to plan work within instructions given.</li> <li>• Responsibility to work to company standards as laid down in the BMS and local procedures.</li> <li>• Accountable for own decisions.</li> <li>• Expected to use initiative.</li> </ul>
<p><b><u>7. Working Environment</u></b> Primarily laboratory based.</p>
<p><b><u>8. Other designated job roles</u></b> (Please tick those applicable)</p> <p>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)</p>

**DSE User** N/A

**Manual Handler** N/A

**Signed & Dated**

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

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