

Name:

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

Grade: G1

Job Title: Technician

Immediate Line Manager (Job Title): Senior Analyst

Job Purpose

To undertake analysis of client samples and support associated method development activities.

Main Duties (including % of time spent)

- Carry out analysis of foodstuffs and materials relating to the food industry according to client instructions, within agreed timescales.
- Carry out administrative tasks relating to analytical work e.g. sample receipt and booking in of samples into LabWARE LIMS
- Perform method development activities under the direction of a senior analyst. Collect data and produce reports.
- Ensure all aspects of Quality are managed according to Campden BRI standards, including maintaining QC records for global migration tests
- Maintenance of UKAS accredited methods relating to migration
- Calibration, maintenance and daily monitoring of lab equipment e.g. balances, pipettes

Knowledge, Skills & Experience

- A-levels in science related subject and/or relevant laboratory experience
- Experience using Microsoft packages - word/excel/outlook/PowerPoint
- Experience working within an accreditation scheme
- Ability to work in a small team
- Flexibility to work on a number of tasks and manage priorities

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 samples process and scheduling
- Maintaining written logs and record with the laboratory shared with clients
- Compiling data for analytical reports

2. Analytical Skills & Creativity

- Able to follow detailed written methods and procedures in the laboratory
- Competent in both GC/MS and LC/MS analytical techniques
- Development of bespoke methods to meet specific client needs based on available literature
- Able to make judgements of compliance to QC requirements within methods
- Planning skills for short term projects
- Time management and adherence to timescales

3. Management of Activities

- Coordination of own workload to comply with defined deadlines

4. Management of People

- No line management responsibility
- Section Manager – Senior Analyst – JOB HOLDER

5. Management of Finance & Resources

- Responsible for correct use of capital equipment and efficient uses of consumables
- Shared responsibility for ordering reagents and consumable with a need to ensure fitness for purpose

6. Autonomy & Accountability

- Accountable for own work with an awareness of the implications of errors on the business
- Minimal supervision required
- Consult with senior analyst as required especially when performing non routine work
- Work within company standards as specific by the business management system

7. Working Environment

- Laboratory and Office based work
- Daily interaction with hazardous chemicals; risk assessments and PPE are provided

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**Manual Handler****Signed & Dated**

Job Holder Date

Line Manager Date