

Name:

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

Grade: G2

Job Title: Technician - Chromatography

Immediate Line Manager (Job Title): Senior Technician

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 analysis of foodstuffs and materials relating to the food industry according to client instructions, within agreed timescales. (65%).
- Carry out administrative tasks relating to analytical work e.g. sample receipt and booking in of samples into LabWARE LIMS (5%).
- To ensure all aspects of quality are managed according to Campden BRI standards, including maintaining QC records for tests undertaken (5%)
- Perform method development activities under the direction of a senior analyst. Collect data and produce reports (5%).
- Maintenance and calibration of laboratory equipment (3%).
- Maintaining high standards of housekeeping and hygiene (5%).
- Comply with all relevant policies, procedures and instructions according to Campden BRI standards (5%).
- Training and supervising staff as required (5%).
- To assist with and support internal audits – as and when required (2%).

Knowledge, Skills & Experience

- A minimum of 2 years relevant experience or Degree or equivalent in a science subject desired.
- Experience in food toxin analysis with the ability to undertake other food related analyses.
- Ability to undertake complex and non-routine testing with no minimum supervision.
- Good organisational skills in managing own workload.
- Ability to work effectively in a team environment.
- 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.
- Daily communication with colleagues to give and receive instructions and exchange information.
- Answering client enquiries regarding samples process and scheduling.
- Maintaining written logs and record with the laboratory shared with colleagues.
- Compiling data for analytical reports.
- Producing method development and assessment data.
- Potential for presentations to the section.

2. Analytical Skills & Creativity

- Overcome daily issues with minimal supervision.
- Problem solving skills to troubleshoot problems with complex equipment and methods.
- Able 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 work and proficiency testing.
- 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

- Prioritisation and coordination of own workload to comply with defined deadlines.
- To work with minimal input from line manager.
- Organised and methodical approach to work.
- Contribute to ongoing improvement and efficiency activities.

4. Management of People

- Staff training, technical and quality related. Includes use of complex equipment.
- Technical supervision of staff
- Section manager – Group manager - Job Holder.

5. Management of Finance & Resources

- Shared responsibility for ordering reagents and consumables with a need to ensure fitness for purpose.
- Correct selection and purchase for reference materials.

6. Autonomy & Accountability

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

7. Working Environment

- Primarily laboratory based.
- Daily interaction with hazardous chemicals

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)

Signed & Dated

Job Holder Date

Line Manager Date