

**Name:**

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

**Grade:** G2

**Job Title:** Technician - Chromatography

**Immediate Line Manager (Job Title):** Vitamins Group Manager

**Job Purpose**

To undertake administration and analysis of samples in the Chromatography Section together with all associated activities. In general, this will involve analysis by LC/MS/MS, HPLC and IC. To develop methods for sample extraction, sample clean-up and analysis of analytes.

**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.

- Booking in of samples, preparation of samples and reporting of results to clients (10%)
- Routine analysis of food stuffs and associated materials using instrumental methods e.g. HPLC and LC/MS/MS (50%)
- Produce accurate laboratory record, calculate results, collate data for inclusion in scientific reports and produce reports for bespoke and routine analysis (30%)
- To ensure all aspects of quality are managed according to the Campden BRI standards, including maintaining QC records for UKAS accredited methods
- Responding to client enquires relating to testing within the section
- To develop methods for sample extraction, clean up and analysis of analytes by LC/MS/MS for routine and analysis and troubleshooting.
- Training and supervision of junior staff as require
- Basic maintainacne and calibration of equipment, in particular LC/MS/MS and HPLC systems

**Knowledge, Skills & Experience**

- Minimum A Level(s) or equivalent in a science-based subject
- Experience working in a laboratory environment
- Experience working with chromatography techniques desirable, particularly LC/MS/MS and HPLC
- Ability to undertake routine analysis with minimal supervision
- Good organisational skill for managing workload and complex projects
- Computer literate
- Well-developed communication skills – upwards, downwards and outwards

**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 HPLC 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 (analytical and administrative) 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.
- Undertake investigations and establish root causes of non-conforming work
- Assist with area of new business

**4. Management of People**

- Staff training, technical and quality related. Includes use of complex equipment.
- Technical supervision of junior staff if required
- 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.
- Responsible for the correct used of capital equipment

**6. Autonomy & Accountability**

- Accountable for own work with an awareness of the implications of errors on the business.
- Autonym to plan own workload for routine analysis
- 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 although a significant amount of DSE based work
- 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 .....