

Name:

Chemistry & Biochemistry (Food Composition)

Grade: 2

Job Title: Food Composition Analyst

Immediate Line Manager :

Job Purpose

To undertake analysis of samples and all associated activities in the Food Composition Section.

Main Duties (including % of time spent)

- Analysis of foodstuffs and associated materials using a variety of routine and non routine methods (75%).
- Training and supervising staff as required (5%)
- Advanced maintenance and calibration of laboratory equipment (5%)
- To ensure all aspects of quality are managed according to Campden BRI standards, including maintaining QC records for tests undertaken (5%)
- To provide technical support elsewhere in the Section as required (5%)
- General laboratory housekeeping duties (5%)

Knowledge, Skills & Experience

- A minimum of 1.5 years relevant experience. Degree or equivalent in a science subject desired.
- Established competency in routine analysis e.g. moisture, fat.
- Ability to undertake complex and non routine analytical testing with no supervision.
- Such analyses will be comprised of any 3 methods from, Alcohol by ABV, AOAC Fibre, Butterfat Content (Butyric Acid), Chloride by either Mohr or Volhard methods, FAMES, Hydroxyproline, Polarimetry, Starch/Glucose, Sugars, and Sulphur Dioxide.
- Good organisational skills in managing own workload
- Ability to work in a small team with no supervision
- Flexibility to work on a number of tasks and manage priorities

KEY TASKS & RESPONSIBILITIES

1. Communications

- Verbal and written communication with clients across all contracts within the Section
- Contact as required with Government contract managers from the RPA & HMR&C.
- Occasional face to face interaction with clients and suppliers
- Train new and existing staff within the section as required.
- Small group discussions within laboratory teams
- Written records in laboratory notebooks
- Liaising with new contacts.

2. Analytical Skills & Creativity

- Able to follow detailed written methods and procedures in the laboratory without supervision.
- Able to make judgements of compliance to QC requirements within methods
- All work undertaken must comply with legal requirements and chain of evidence – record keeping must be excellent.

3. Management of Activities

- Prioritise work taking into consideration other available staff and their abilities to determine which area of the group requires the most assistance.

4. Management of People

- Technical supervision of staff
- Staff training, technical and quality related.

5. Management of Finance & Resources

- No financial responsibility

6. Autonomy & Accountability

- Autonomy to work unsupervised, plan, allocate resource.
- Acts on specific instructions given by line manager or their delegate.
- Plan own work to ensure job requirements are met.
- Responsibility to work to company standards as laid down in the BMS and local procedures

7. Working Environment

- Primarily laboratory based

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

- Technical Panel Secretary
- Quality Co-ordinator
- Safety Co-ordinator
- First Aider
- First Aid Leader
- Fire Officer
- Fire Leader
- Out of Hours Service
- 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