

Name:

Chemistry & Biochemistry (Food Composition)

Grade: G1

Job Title: Technician

Immediate Line Manager: Senior Enforcement Analyst

Job Purpose

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

Main Duties (including % of time spent)

- Routine analysis of foodstuffs and associated materials using a variety of methods. Includes updating QC records, basic maintenance and checks of laboratory equipment (80%)
- Preparation and administration of samples (20%)
- General Admin in the Section as required.
- General laboratory housekeeping duties.
- Training and supervising staff as required.

Knowledge, Skills & Experience

- Science Degree/ BTEC ONC / A Levels / NNEB / NVQ Level 3 or 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.

KEY TASKS & RESPONSIBILITIES

1. Communications

- Small group discussions within laboratory teams

2. Analytical Skills & Creativity

- Able to follow detailed written methods and procedures in the laboratory
- Able to make judgements of compliance to QC requirements within methods

3. Management of Activities

- Co-ordination of laboratory tasks given by line manager

4. Management of People

- No line management responsibility
- Laboratory Supervisor - Job Holder

5. Management of Finance & Resources

- No financial responsibility

6. Autonomy & Accountability

- Some autonomy to plan work within instructions given
- 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