

**Name:**

**Department (and Section where appropriate): Microbiology - CLAS**

**Grade: G3**

**Job Title: Laboratory Assessor**

**Immediate Line Manager (Job Title): Christina Oscroft (CLAS Group Manager)**

**Job Purpose**

- To manage and deliver assessments, pre-assessments, consultancies, training and other work for the auditing and related services operated by CLAS/Campden BRI
- To interface with clients and provide up to date advice and assistance relating to laboratory quality standards, good laboratory practice and accreditation.
- To contribute to development of new business within the CLAS Group

**Main Duties (including % of time spent)**

- Manage and deliver laboratory assessments, pre-assessments, consultancies and training to the required standard as expected of a full-time assessor and to ensure assigned work is completed on schedule (~85-90%)
- If required present lectures on Campden BRI courses and at appropriate meetings (~5-7%)
- Promote services of CLAS group to secure new business and answer enquires relating to contract CLAS projects (~5-8% - in the main as part of client contact during assessments)

**Knowledge, Skills & Experience**

- Recognised qualifications in, and proven, up to date knowledge and experience of food microbiology.
- Extensive proven practical experience and technical understanding of up to date standard/recognised food microbiology methods and novel/commercial rapid methods (covering pathogens, indicator and spoilage organisms) and routine testing activities
- Extensive experience and understanding of the management and technical requirements in ISO 17025 and/or CLAS Standard - acquired by first-hand experience over several years
  - a) managing/supervising at a senior level, accredited laboratory operations and
  - b) developing and implementing quality systems within laboratories.
- Experience of planning and conducting in house method evaluations/validations, appraising data and compiling validation reports.
- Trained in principle of auditing with previous proven experience of auditing quality systems (preferably within laboratory operations) against recognised Standards.
- Practical/working knowledge of specific retailer requirements for microbiology laboratories desirable, but not essential.
- Full and clean driving licence
- Experience of driving long distances and driving to/from sites for business purposes
- Must be eligible to work in the UK, and if not a UK citizen, must not have restrictions for travel and work outside the UK

**KEY TASKS & RESPONSIBILITIES**

**1. Communications**

- Good people skills to achieve effective interaction and communication with technical/junior staff and senior management
- Good standard of verbal and written communication for supply to client
- Initiate client contact to achieve business and client objectives.
- Produce clear and accurate reports, non-compliances and corrective action replies to clients
- Prepare and give formal presentations on training courses and meetings as appropriate.

**2. Analytical Skills & Creativity**

- Make technically and scientifically valid judgements on the suitability of methods, technical data, quality systems and operations within laboratories in relation to the scope of the work.
- Make sound decisions on compliance of systems/operations against the relevant Standard.
- Make sound and defensible decisions on recommendations for accreditation/approval based on nature of findings.
- Make sound decisions on course of actions required in non-routine situations arising at assessments/consultancies, with some input from the section manager when situations require
- Make suggestions on how further work could enhance quality of work, reliability of results and standard of systems and service provided within client operations

**3. Management of Activities**

- Responsible for managing and delivering work (e.g. timely arrangement of visits; proactive follow up of late returns of required pre-visit documentation; timely issue of reports and corrective action replies; planning of travel and accommodation requirements)
- Project management to achieve objectives and timescales, and within financial budgets.
- Timely notification of any difficulties within clients that affect delivering assigned work
- Assisting group leader to develop and meet group business strategies

**4. Management of People**

- Reporting structure Head of Department → Group Leader → JOB HOLDER

**5. Management of Finance & Resources**

- Responsible for financial management of assigned projects
- Contribute to generation of income from contract projects towards groups financial budget

**6. Autonomy & Accountability**

- Accountable for own decisions relating to assessments, audits, consultancies, training assigned.
- Require minimal managerial input from line manager

**7. Working Environment**

- Required to work extensively off site in client laboratory environments, within food production operations or contract laboratory operations.
- Required to spend extensive periods of time travelling

**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 Yes****Manual Handler No****Signed & Dated**

Job Holder ..... Date .....

Line Manager ..... Date .....