

**Name:**

**Chemistry & Biochemistry (Food Composition)**

**Grade: G1**

**Job Title: Technician**

**Immediate Line Manager: Food Composition Supervisor**

**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 .....