

Name:

Department (and Section where appropriate): Chemistry and Biochemistry- Microscopy

Grade: G2

Job Title: Microscopy Analyst

Immediate Line Manager (Job Title):

Job Purpose

To undertake a diverse range of microscopy investigations which can include foreign bodies, screening, imaging, packaging, HMRC and bespoke client requests. Production of relevant reports and consultation with clients. In addition to all associated activities as instructed by a Microscopy section manager.

Main Duties (including % of time spent)

- To undertake microscopic investigations using the full suite of techniques available. Examinations covered would include foreign bodies as well as any or all of the following: screening, imaging, packaging, HMRC and other bespoke projects (60%)
- Interpret analytical data (15%)
- Prepare and issue technical reports on any investigation undertaken (25%)
- To consult with and assist clients with the work required or interpretation of results
- To assist with the booking in/return of samples and associated activities when required
- To provide basic training if required
- To provide basic technical support and advice to colleagues if required
- To work in a safe manner in accordance with departmental policies
- To work in accordance with the Campden BRI Management system
- To keep neat and orderly records of results and other relevant information
- Any other duties as directed by your Line Manager

Additional duties

- To be confirmed - Dependant of background/ experience/ interests

Knowledge, Skills & Experience

- Relevant degree or experience

KEY TASKS & RESPONSIBILITIES

1. Communications

- Good verbal and written communication skills. Ability to draft a wide range of reports and maintain client relations
- To provide basic training support if required

2. Analytical Skills & Creativity

- Competent in the use of relevant microscopy techniques and methods
- Investigative/problem solving skills and able to draw on relevant experience
- A working knowledge of materials and organic microstructures
- Ability to suggest a tailored approach based on complexity of samples

3. Management of Activities

- Good time management skills and ability to co-ordinate resources

<p><u>4. Management of People</u></p> <ul style="list-style-type: none"> • No line management responsibility • Manager title – JOB HOLDER
<p><u>5. Management of Finance & Resources</u></p> <ul style="list-style-type: none"> • No financial responsibility • Assisting with resource and equipment usage
<p><u>6. Autonomy & Accountability</u></p> <ul style="list-style-type: none"> • Autonomy to plan individual work seeking guidance when required
<p><u>7. Working Environment</u></p> <ul style="list-style-type: none"> • Laboratory, office and home working
<p><u>8. Other designated job roles</u> (Please tick those applicable)</p> <p>Quality Co-ordinator Safety Co-ordinator First Aider First Aid Leader Mental Health First Aider 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 X Authorised Driver (in line with Car Policy)</p>

DSE User: YES

Manual Handler: NO

Signed & Dated

Job Holder Date

Line Manager Date