

Name:

Department (and Section where appropriate): Beer, Wine and Spirits Analysis

Grade: G1

Job Title: Sample Handling Technician

Immediate Line Manager (Job Title): Sample Administrator

Job Purpose

To assist in the management of reception, logging, storage, subcontracting and disposal of samples of an alcoholic nature and other commodities, which are received for analysis. This is done using a laboratory information management system (LIMS). Other duties as agreed, depending on experience which may involve basic lab analysis sample preparation or administrative tasks.

Main Duties (including % of time spent)

- Manual handling of all activities relating to sample reception and goods in including receiving deliveries and unpacking samples, shipping of parcels/post (30%)
- Logging samples into LIMS, storage, and subcontracting where appropriate (25%)
- Other duties as agreed, depending on experience (lab based or administrative) (15%)
- Assisting the Sample Administrator in maintaining an efficient workflow through the laboratory (10%)
- Maintaining high standards of housekeeping and hygiene in storage areas including sample disposal (20%)

Knowledge, Skills & Experience

- Experience of manual handling and physical tasks
- Experience of laboratory information management systems would be advantageous
- Computer literate
- Good written and verbal communication skills
- Practically minded and able to work in a team
- Good organisational skills in managing own workload.
- Science qualification, ideally chemistry to a minimum of AS-Level, is preferable

KEY TASKS & RESPONSIBILITIES

1. Communications

- Daily communication with colleagues to give and receive instructions and exchange information
- Able to interact and relate to other members of the team.
- Interacting with clients, dealing with their questions
- Managing subcontractors, monitoring their work
- Communicate upwards to flag up workflow issues

2. Analytical Skills & Creativity

- Problem solver, able to manage complex systems (LIMS) and evaluate and review data (e.g. turnaround times)
- Overcome daily issues, and solve client delivery problems, with minimal supervision
- Time management and adherence to timescales

<p><u>3. Management of Activities</u></p> <ul style="list-style-type: none"> • Work with Sample Administrator to ensure smooth coordination of delivery of analytical services • Responsible for maintaining quality and housekeeping standards in the Sample Reception area • Coordination of own workflow, with minimal supervision given by line manager • Contribute to on going improvement and efficiency activities
<p><u>4. Management of People</u></p> <p>Division Director – Head of Department – Sample Administrator – JOB HOLDER – 0.</p> <ul style="list-style-type: none"> • No line management responsibility.
<p><u>5. Management of Finance & Resources</u></p> <ul style="list-style-type: none"> • Needs to be commercially aware to negotiate the best packages with subcontractors
<p><u>6. Autonomy & Accountability</u></p> <ul style="list-style-type: none"> • Acts on instruction given by line manager. • Some autonomy to plan work within instructions given • Responsibility to work to company standards as laid down in local procedures.
<p><u>7. Working Environment</u></p> <ul style="list-style-type: none"> • Primarily laboratory based
<p><u>8. Other designated job roles</u> (Please tick those applicable)</p> <p>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 <input checked="" type="checkbox"/> Authorised Driver (in line with Car Policy) <input checked="" type="checkbox"/></p>

DSE User Yes

Manual Handler Yes

Signed & Dated

Job Holder _____ Date _____

Line Manager _____ Date _____