

Name:

Department (and Section where appropriate): Chemistry and Biochemistry (Chromatography Section)

Grade: G3

Job Title: Senior HPLC Supervisor

Immediate Line Manager (Job Title): Chromatography Section Manager

Job Purpose

To undertake analysis of samples in the HPLC laboratory and all associated activities. Management of the of the activities and operation of the HPLC group

Main Duties (including % of time spent)

- Primarily involved with the analysis of foods (and other matrices as required) by HPLC, but can extend to other method of analysis
- To supervise the operation of the HPLC group, including but not limited to client contact, resources, training, reporting and technical excellence. (40%)
- Routine analysis of foodstuffs and associated materials using instrumental methods, in particular HPLC (40%)
- Dealing with non-routine enquiries and requested for bespoke analysis by HPLC for member and non-member companies (10%)
- Sample receipt steward (5%)
- Basic calibration and maintainance of laboratory equipment (5%)
- Comply with all relevant policies, procedures and instructions

Knowledge, Skills & Experience

- Degree or equivalent experience in the field of analytical science
- Extensive experience working in laboratory environment, at least 5 years of which must be in the area of HPLC
- Competence in the operation and maintainacne of HPLC equipment
- Ability to manage a small team and train junior staff
- Flexibility to work on many tasks and manage priorities
- Ability to negotiate with potential customers and develop new business
- Proven effectiveness in managing timely and cost-effective delivery of technical services

KEY TASKS & RESPONSIBILITIES

1. Communications

- Able to effectively communicate at all levels verbally or in writing to personnel of differing technical abilities on all aspects of HPLC work
- Liaise with clients on a regular basis. Agreeing contracts with clients, establishing contract price, interpreting and reporting results
- Delivery of presentations on all aspects of work as appropriate to staff and clients, both internally and externally
- Management and co-ordination of projects which involve multiple analyses by various sections/departments.
- Write new methods and new working instructions as required

2. Analytical Skills & Creativity

- Able to follow detailed written methods and procedures in the laboratory
- Data interpretation, problem solving and statistical analysis
- Development of bespoke methods to meet specific client needs based on available literature
- Able to make judgements of compliance to QC requirements within methods

<p><u>3. Management of Activities</u></p> <ul style="list-style-type: none"> • Organisation/planning//co-originating and execution of contract work within the HPLC groups to meet deadlines • Project Management and supervision • Fulfil the specified requirements for the quality control that demonstrate and monitor the validity of work, tests and calibration • Assist with new areas of business/method development
<p><u>4. Management of People</u></p> <ul style="list-style-type: none"> • Supervisory role for junior staff within the HPLC group • Determining and responding to any training needs for members of the HPLC group • Section Leader - JOB HOLDER – Junior Technicians
<p><u>5. Management of Finance & Resources</u></p> <ul style="list-style-type: none"> • Responsible for most aspects of financial management (costing, quoting, invoicing) of the HPLC group; annual turnover of which is currently in the region of 70K per year • Specified responsibility for use and maintenance of expensive items of equipment in labs, with an approximate value as new of £270,000 • Promote work through clients in order to generate new business
<p><u>6. Autonomy & Accountability</u></p> <ul style="list-style-type: none"> • Autonomy to quote and agree contract prices, plan and carry out, report and invoice work relating to area of analysis (HPLC) • Responsibility to work to company standards as laid down in the BMS and in local procedures • Main point of contact for all matters relating to HPLC
<p><u>7. Working Environment</u></p> <ul style="list-style-type: none"> • Laboratory and Office based work • Work in special environmental conditions including working with dangerous chemicals (PPE provided)
<p><u>8. Other designated job roles</u> (Please tick those applicable)</p> <p>Equipment Officer Sample Receipt Steward</p>

DSE User

Uses DSE approximately 50% of working day

Manual Handler**Signed & Dated**

Job Holder Date

Line Manager Date