

Name:

Department (and Section where appropriate): Baking and Cereals Processing (BCP), Cereals and Ingredients Characterisation Section (CIC)

Grade: G1

Job Title: Technician

Immediate Line Manager (Job Title): Clothilde Baker (CIC Section Manager)

Job Purpose

To provide technical support and undertake administrative duties. To carry out test milling, sample analyses and all associated activities in the Cereals and Ingredients Characterisation (CIC) Section and BCP department.

Main Duties (including % of time spent)

- Sample logging in using LIMS and occasional liaison with clients (15%)
- Provide technical support for the activities of the Baking and Cereals Processing department including but not limited to:
 - Milling and related activities (60%)
 - Routine sample preparation and analysis of grain, flour and other cereal related materials in accordance with the Campden BRI quality management system using a variety of methods (10%)
- General processing areas and laboratory housekeeping duties (5%)
- Comply with all relevant policies, procedures and instructions including Health and Safety (5%)
- Basic maintenance and equipment checks (5%)

Knowledge, Skills & Experience

- GCSE/A levels including English, Math and a Science subject and/or a minimum of two years relevant laboratory experience
- Ability to undertake test milling and routine analytical testing with minimal supervision
- Good organisational skills in managing own workload
- Good team player with the ability to work in a small team with minimal supervision
- Flexibility to work on a number of tasks and manage priorities
- Good written and verbal communication skills and good telephone manner
- A can do, friendly and enthusiastic attitude

KEY TASKS & RESPONSIBILITIES

1. Communications

- Regular written and verbal communication with line manager, team members and Campden BRI colleagues to a professional standard
- Effective and professional communication with clients
- Occasional communication with external contractors

2. Analytical Skills & Creativity

- Follow written technical methods and procedures in the laboratory
- Keep accurate records
- Carry out analytical work to high standards within agreed timelines
- Ability to learn new tests efficiently
- Ability to develop technical knowledge associated with the role

3. Management of Activities

- Prioritise own work to meet agreed deadlines
- Responsible for accurate sample logging in
- Highlight opportunities for improvement to line manager

4. Management of People

- No line management responsibility
- HOD – Section Manager – **Job holder**

5. Management of Finance & Resources

- Responsible for the correct use of capital equipment and efficient use of consumables
- Responsible for achieving good value for money when purchasing consumables

6. Autonomy & Accountability

- Work mainly under supervision of the laboratory supervisor with some autonomy to organise own work
- Accountable for completion of own work effectively and within agreed deadlines
- Accountable for implementation of safe working practices
- Accountable for quality and accuracy of own work
- Accountable for working according to company standards, methods and procedures
- Responsible for reporting non-complying work and contributing to investigation

7. Working Environment

- Primarily based in processing areas and laboratory environments exposed to low levels of flour dust and noise under controlled risk assessments and PPE
- Work environment including known allergens such as, but not limited to, wheat, flour and gluten
- Work involving significant amount of lifting (grain, flour...)

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 ✓

Manual Handler ✓

Signed & Dated

Job Holder Date

Line Manager Date