

Name:

Department (and Section where appropriate): Analytical Services

Grade: G1

Job Title: Technician

Immediate Line Manager (Job Title):

Job Purpose

To undertake administration duties and routine analysis of client samples

Main Duties (including % of time spent)

- Carry out analysis of foodstuffs and materials relating to the food industry according to client instructions, within agreed timescales.
- Carry out administrative tasks relating to analytical work e.g. sample receipt and booking in of samples into LabWARE LIMS
- Ensure all aspects of Quality are managed according to Campden BRI standards, including the maintenance of QC records
- Calibration, maintenance and daily monitoring of lab equipment e.g. balances, pipettes
- Preparation of samples for analysis

Knowledge, Skills & Experience

- A-levels in science related subject and/or relevant laboratory experience
- Experience using Microsoft packages - word/excel/outlook/PowerPoint
- Ability to work in a small team
- Flexibility to work on a number of tasks and manage priorities
- Good organisational skills in managing own workload and meeting deadlines.
- Be able to undertake routine analytical testing.
- Ability to work within a small team with minimum supervision.
- Familiar with standard computer software.
- Good phone and IT skills.

KEY TASKS & RESPONSIBILITIES

1. Communications

- Able to effectively communicate at all levels verbally or in writing to personnel of differing technical abilities
- Answering client enquiries regarding samples process and scheduling
- Maintaining written logs and record with the laboratory shared with clients
- Compiling data for analytical reports

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
- Time management and adherence to timescales
- Able to follow detailed written methods and procedures in the laboratory.

3. Management of Activities

- Coordination of own workload to comply with defined deadlines
- Co-ordination of tasks given by line manager

<p>4. Management of People</p> <ul style="list-style-type: none"> No line management responsibility Section Manager – Senior Analyst – JOB HOLDER
<p>5. Management of Finance & Resources</p> <ul style="list-style-type: none"> Responsible for correct use of capital equipment and efficient uses of consumables Shared responsibility for consumable with a need to ensure fitness for purpose
<p>6. Autonomy & Accountability</p> <ul style="list-style-type: none"> Accountable for own work with an awareness of the implications of errors on the business Work under instruction from line manager Work within company standards as specific by the business management system
<p>7. Working Environment</p> <ul style="list-style-type: none"> Laboratory and Office based work Interaction with hazardous chemicals; risk assessments and PPE are provided
<p>8. Other designated job roles (Please tick those applicable)</p> <p>Equipment Officer Sample Receipt Steward Authorised Driver (in line with Car Policy)</p>

DSE User

Approximately 50% of time

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date