

**Name:**

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

**Grade:** G1

**Job Title:** Chromatography Technician

**Immediate Line Manager (Job Title):**

**Job Purpose**

To undertake analysis of client samples and support associated method development activities

**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
- Perform method development activities under the direction of a senior analyst. Collect data and produce reports.
- Ensure all aspects of Quality are managed according to Campden BRI standards, including maintaining QC records for global migration tests
- Maintenance of UKAS accredited methods relating to migration
- Calibration, maintenance and daily monitoring of lab equipment's e.g. balances, pipettes

**Knowledge, Skills & Experience**

- A-levels in science related subject and/or relevant laboratory experience
- Experience using Microsoft packages - word/excel/outlook/PowerPoint
- Experience working within an accreditation scheme
- Ability to work in a small team
- Flexibility to work on a number of tasks and manage priorities

**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
- Competent in both GC/MS and LC/MS analytical techniques
- Development of bespoke methods to meet specific client needs based on available literature
- Able to make judgements of compliance to QC requirements within methods
- Planning skills for short term projects
- Time management and adherence to timescales

**3. Management of Activities**

- Coordination of own workload to comply with defined deadlines

**4. Management of People**

- No line management responsibility
- Section Manager – Senior Analyst – JOB HOLDER

**5. Management of Finance & Resources**

- Responsible for correct use of capital equipment and efficient uses of consumables
- Shared responsibility for ordering reagents and consumable with a need to ensure fitness for purpose

**6. Autonomy & Accountability**

- Accountable for own work with an awareness of the implications of errors on the business
- Minimal supervision required
- Consult with senior analyst as required especially when performing non routine work
- Work within company standards as specific by the business management system

**7. Working Environment**

- Laboratory and Office based work
- Daily interaction with hazardous chemicals; risk assessments and PPE are provided

**8. Other designated job roles** (Please tick those applicable)

Equipment Officer  
 Sample Receipt Steward  
 Authorised Driver (in line with Car Policy)

**DSE User**

Approximately 50% of time

**Manual Handler****Signed & Dated**

Job Holder ..... Date .....

Line Manager ..... Date .....