

Name:

Department (and Section where appropriate): BWSA, Wine and Spirits section

Grade:

Job Title: Wines and Spirits Analytical Specialist

Job Purpose

To maintain and develop services within the Wines and Spirits section, to assist the technical manager, adding expertise in the analysis of soil, leaf and petiole.

Main Duties (including % of time spent)

- Carry out analysis of wines and spirits according to instructions, within agreed timescales and work with the LIMS system (20%)
- Provide interpretation of results/data including sensory (30%)
- Perform tastings of client samples where required (20%)
- Provide expertise when quoting for analysis/projects (20%)
- Interpret and advise clients in the fields of wines and spirits, (leaves, soil and petioles analysis - optional) (10%)
- Visit client's sites when required

Your normal hours of work will be 35 hours per week. However, you may be required to work, as needed, additional hours at the weekend and on Bank Holidays. This will be paid as overtime or can be taken as time off in lieu. This will only be after full training has been given.

Knowledge, Skills & Experience

- A degree in a science subject and/or relevant experience would be beneficial
- Computer literate – proficient use of Word, Excel, Power Point and LIMS
- Good written and verbal communication skills
- Minimum of WSET Level 3 in Wines & Spirits, ideally Level 4 (Diploma) in Wines & Spirits
- Minimum of 4 years' experience interpreting analytical data of wines and spirits from around the world, including the analysis and interpretation of soil and leaf data for vineyards.
- Minimum of 4 years' experience tasting and interpreting tasting results of wines and ideally spirits from around the world

KEY TASKS & RESPONSIBILITIES

1. Communications

- Daily communication with clients, line manager and colleagues to give and receive instructions and exchange information
- Identify and develop the analytical capability for determining nutrients in leaf and soil, and manage this analytical service
- Communicate with clients (email/phone) to discuss complex issues and provide solutions
- Maintaining written logs and records within the laboratory

2. Analytical Skills & Creativity

- Analysis of technical information and development of plans based on these inputs
- Ability to assimilate multiple information streams and opinions to make sound decisions/recommendations and offer a structured approach to problem solving
- Ability to balance longer term objectives and deliver against shorter term deadlines with variable notice periods
- Project supervision and management
- Overcome daily issues with minimal supervision
- Time management and adherence to timescales

3. Management of Activities

- Project management
- Coordination of own workload to comply with defined deadlines.
- Contribute to on-going improvement and efficiency activities
- Responsible for ensuring that all work areas are kept clean and tidy

<p><u>4. Management of People</u></p> <ul style="list-style-type: none"> • Associate Director Analytical Services – Wines and Spirits Technical Manager – JOB HOLDER
<p><u>5. Management of Finance & Resources</u></p> <ul style="list-style-type: none"> • Deliver a cost effective analytical services. • Minimise resources wastage • Manage time effectively
<p><u>6. Autonomy & Accountability</u></p> <ul style="list-style-type: none"> • Accountable for development of soil/leaf service. Consult with Line Manager as required • Work within company standards as specified by the Business Management System.
<p><u>7. Working Environment</u></p> <ul style="list-style-type: none"> • Laboratory and office based. • Daily interaction with hazardous chemicals. • Adherence to risk assessments and use of protective equipment where required • Based at the Nutfield Site, Wines and Spirits Section
<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</p>

Designated Driver Yes

DSE User Yes

Manual Handler Yes

Signed & Dated

Job Holder Date.....

Line Manager Date.....