

Campden BRI Job Description

Name:

Department (and Section where appropriate): Beer, Wine and Spirits Analysis (Wines and Spirits section)

Grade: G2

Job Title: Laboratory Analyst

Immediate Line Manager (job title): Wines and Spirits Laboratory Manager

Job Purpose

To provide support and assistance to the Wines and Spirits team, to deliver analytical results using existing methods and work with the LIMS system.

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 (70%)
- Maintain full and up to date records of all work performed manually and automated, and all aspects of quality control (10%)
- Calibration, maintenance and daily monitoring of laboratory equipment, e.g. balances, pipettes (10%)
- Learning new analytical techniques as required (5%)
- General housekeeping (5%)

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
- Work accurately within specified time frames
- Computer literate – proficient use of Word, Excel and Powerpoint
- Good written and verbal communication skills
- Practically minded and able to work in a team

KEY TASKS & RESPONSIBILITIES

1. Communications

- Daily communication with line manager and colleagues to give and receive instructions and exchange information
- Maintaining written logs and records within the laboratory shared with colleagues.
- Highlighting uncertainties/questions and asking line manager for clarification
- Communicate with clients (email/phone) on occasion when requested

2. Analytical Skills & Creativity

- Overcome daily issues with minimal supervision
- Time management and adherence to timescales
- Problem solving skills to troubleshoot problems with complex equipment and methods

3. Management of Activities

- 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

4. Management of People

Divisional Director - Head of Department – Wines and Spirits Technical Manager - Wines and Spirits Laboratory Manager - JOB HOLDER

- Assist where required with training of new staff to group.

5. Management of Finance & Resources

- Shared responsibility for ordering reagents and consumables with a need to ensure fitness for purpose.
- Minimise resources wastage
- Manage time effectively

6. Autonomy & Accountability

- Accountable for own work with an awareness of the implications of errors on the business
- Consult with Line Manager as required
- Work within company standards as specified by the Business Management System.
- Minimal supervision required

7. Working Environment

- Laboratory 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
- Use of equipment that employs pressurised highly flammable gases

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

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
 Authorised Driver (in line with Car Policy) ✓

DSE User Yes

Manual Handler Yes

Signed & Dated

Job Holder Date

Line Manager Date