

**Name:**

**Department (and Section where appropriate):** Wine & Spirits

**Grade:** G3

**Job Title:** Senior Wine & Spirits Analyst/Supervisor

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

**Job Purpose**

To undertake analysis of samples in the Wine & Spirits Group and all associated activities. Management of the of the activities and operation of the Wine & Spirits Group

**Main Duties (including % of time spent)**

- Primarily involved with the analysis of wine & spirits (and other matrices as required) but can extend to other method of analysis
- To supervise the operation of the W&S group, including but not limited to client contact, resources, training, developing new/improved techniques, validating methods, reporting and technical excellence. (40%)
- Routine analysis of wine & spirits and associated materials using instrumental methods.(45%)
- Dealing with non-routine enquiries and requested for bespoke analysis for member and non-member companies (10%)
- Basic calibration and maintenance of laboratory equipment (5%)
- Comply with all relevant policies, procedures and instructions – including health and safety requirements.

**Knowledge, Skills & Experience**

- Degree, MChem or equivalent experience in the field of analytical science
- Extensive experience working in ISO17025 laboratory environment, at least 5 years of which must be in an analytical chemistry food/beverage laboratory.
- Competence in the operation and maintenance of analytical equipment including HPLC and GC
- Interpretation of data and reporting scientific results
- Ability to manage a small team and train junior staff
- Flexibility to work on many tasks and manage priorities
- Ability to negotiate with potential customers and develop new business
- Proven effectiveness in managing timely and cost-effective delivery of technical services

**KEY TASKS & RESPONSIBILITIES**

**1. Communications**

- Able to effectively communicate at all levels verbally or in writing to personnel of differing technical abilities on aspects of chemical analytical in food and beverages.
- Liaise with clients on a regular basis. Agreeing contracts with clients, establishing contract price, interpreting and reporting results
- Delivery of presentations on all aspects of work as appropriate to staff and clients, both internally and externally
- Management and co-ordination of projects which involve multiple analyses by various sections/departments.
- Write new methods and new working instructions as required

**2. Analytical Skills & Creativity**

- Able to follow detailed written methods and procedures in the laboratory
- Data interpretation, problem solving and statistical analysis
- Development of bespoke methods to meet specific client needs based on available literature
- Able to make judgements of compliance to QC requirements within methods

**3. Management of Activities**

- Organisation/planning//co-originating and execution of contract work within the W&S Group to meet deadlines
- Project Management and supervision
- Fulfil the specified requirements for the quality control that demonstrate and monitor the validity of work, tests and calibration
- Assist with new areas of business/method development

**4. Management of People**

- Supervisory role for junior staff within the W&S Group
- Determining and responding to any training needs for members of the W&S group
- Section Leader - JOB HOLDER – Junior Technicians

**5. Management of Finance & Resources**

- Responsible for most aspects of financial management (costing, quoting, invoicing) of the W&S Group.
- Specified responsibility for use and maintenance of analytical equipment in laboratory.
- Promote work through clients in order to generate new business

**6. Autonomy & Accountability**

- Autonomy to quote and agree contract prices, plan and carry out, report and invoice work relating to area of analysis (W&S)
- Responsibility to work to company standards as laid down in the BMS and in local procedures
- Main point of contact for analytical matters relating to W&S

**7. Working Environment**

- Laboratory and Office based work
- Work in special environmental conditions including working with dangerous chemicals (PPE provided)

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

Equipment Officer  
Sample Receipt Steward

**DSE User**

Uses DSE approximately 50% of working day

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

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

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