

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Senior Seed Analyst **Centre:** Analytical Services (OSTS) **Grade:** C

Location: NIAB HQ, Huntingdon Road, Cambridge

Reports to: OSTS Laboratory Manager

Line Manages: The post holder will have no staff management but on occasion will be responsible for supervision and training of junior trainees and temporary staff.

2. Main purpose of role: The work of the Analytical Services Team encompasses a wide range of laboratory based disciplines; seed testing, biochemistry and seed pathology. The post holder will work primarily in the Seed Testing laboratory, but may be required to assist other areas within the group.

The OSTS is responsible for monitoring the quality of seed lots by testing samples for analytical purity, germination and other seed content.

The OSTS is accredited and audited by ISTA and has to meet specified quality criteria based on ISO Guide 25 and EN 45001 standards.

The post-holder will carry out routine seed analysis, with responsibility for providing advice and training to unqualified staff and external course candidates together with designated areas of laboratory responsibility.

3. Financial authority/responsibility (e.g. delegated budget, authorisation level, approx value of contracts etc):

Responsibility for purchase of laboratory consumable items

4. Key relationships (external and internal):

Internal: Interaction within Analytical Services and other NIAB departments

External: Routine contact with customers, offering advice and answering queries

Tasks/responsibilities (in order of priority)	Approx % of time
Seed Analysis	
Carry out seed analysis on daily basis with minimum supervision, ensuring contract deadlines are met, providing advice and guidance to less experienced analysts and unqualified staff.	60%
Staff Training	
Training of unqualified OSTS staff in all aspects of seed analysis Course preparation and delivery, including checking course exams	20%
Specialised Role	
Postholders will help ensure progress and smooth running of laboratory through delegated responsibility of a specialist task such as one of the following - Taxonomy specialist Tree seed specialist TZ specialist Project support (eg Syngenta) Proficiency and comparative test correlation and interpretation Purchasing advisor	10%
Participation in ISTA proficiency tests,	3%
Demonstrate at external shows and NIAB open days.	1%
Assist with the maintenance and calibration of laboratory equipment.	2%
Assist with Health & Safety matters as appropriate	1%

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Assist with Quality Assurance matters as appropriate	2%
Such other duties as may be assigned from time to time.	1%

6. Working conditions :

The post is laboratory based. Some work involves working with chemically treated seed with extraction facilities. Seasonal workloads may preclude leave at certain times of the year.

7. PERSON SPECIFICATION**Education/Qualifications:**

Essential:	Desirable:
A good honors degree or equivalent standard of education in science based subjects	Seed or botany science based education

Experience:

Essential:	Desirable:
Qualified seed analyst to Laboratory management level.	Minimum 5 years experience of working in seed testing laboratory Clean, current driving license.

Specialist Training:

Essential:	Desirable:
Ability to train others in areas of seed analysis. Specialist development in TZ techniques and STZ qualification	Specialist development in seed sampling

Personal Qualities (skills, behaviours and competencies)

Essential:	Desirable:
Ability to work both unsupervised and within a team. Attention to detail. Methodical and diligent approach. Good communication skills. Problem solving and ability to use initiative. IT literacy. Time management skills.	Some knowledge of quality assurance systems.

Date of description: 15.05.2017**Compiled by:** Linda Maile