

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Analytical Services Technician **Centre:** Analytical Services **Grade:** Technical
Location: Barn 2, Park Farm, Impington, Cambridge.

Reports to (Job title): Laboratory Manager

Line Manages (Job titles): None

2. Main purpose of role:

The work of the Analytical Services Group encompasses a wide range of laboratory based disciplines; biochemistry, seed pathology and seed testing. Analytical Services is split into two groups, The Biochemistry and Pathogen Diagnostics Laboratories where the job is based and the Official Seed Testing Station for England and Wales (OSTS).

The role is laboratory based and is multi-disciplinary, the post holder will carry out a wide range biochemical and diagnostic techniques. These techniques include visual identification of fungal plant pathogens using microscopy to molecular biology, PCR and chemical analysis using NIR spectroscopy/ NMR, electrophoresis and chromatography. Which laboratory the post holder will work in will depend on skills and workloads in any given period.

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

None

4. Key relationships (external and internal):

The post holder will work closely with their line manager and other members of their team.

The post holder will have no direct line management responsibilities. The post holder may supervise temporary members of staff from time to time.

They will also work with the rest of biochemistry and pathogen diagnostics team and should be aware of the work done by the Official Seed Testing Station

Tasks/responsibilities (in order of priority)	Approx % of time
Undertake activities such as sample receipt and registration, sample and media preparation, sample analysis and production of preliminary reports.	80
Assist with the maintenance of the laboratory and laboratory equipment.	5
Assist with Health & Safety matters as appropriate	5
Participate in the supervision and training of new staff members	5
Assist with the laboratories QA system, monitoring equipment as appropriate	5

6. Working conditions :

The post is laboratory based. Seasonal workloads may preclude taking leave at certain times of the year.

7. PERSON SPECIFICATION

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Education/Qualifications:

Essential:	Desirable:
A levels in science subjects	A good honours degree.

Experience:

Essential:	Desirable:
One year's work experience preferably laboratory experience	Laboratory experience in areas relevant to the work of the team.

Specialist Training:

Essential:	Desirable:
Training will be given	

Personal Qualities (skills, behaviours and competencies)

Essential:	Desirable:
<p>The post-holder will need to be able to work flexibly and have a methodical and diligent approach to different types of work. They should have the ability to cope with high workloads and changing priorities.</p> <p>Ability to work as part of a team. Be able to organise own work day to day and work unsupervised once trained.</p> <p>A high level of computer literacy, including knowledge of modern office software (e.g. MS Office, Word and Excel).</p> <p>Current, clean UK driving license.</p>	

Date of description: 11 November 2019**Compiled by:** Helen Appleyard