

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Trainee Seed Analyst **Centre:** Analytical Services (OSTS) **Group:** Technical
Location: NIAB HQ, Huntingdon Road, Cambridge

Reports to: OSTS Laboratory Manager

Line Managers: The post holder will have no staff management but may, on occasion, help in the supervision of assistant 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 in the Official Seed Testing laboratory, partaking in an intensive in-house training programme to gain seed analyst qualifications, becoming proficient in testing of all crop divisions.

The OSTS is responsible for monitoring the quality of seed lots by testing samples for analytical purity, germination and other seed content, providing critical support to the statutory systems for DEFRA and the UK Seeds Industry, including ISTA Export testing

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, after required period of training to gain proficiency.

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

The post holder will have no financial authority/responsibility.

4. Key relationships (external and internal):

Internal: Interaction within Analytical Services

External: Routine contact with customer queries.

Tasks/responsibilities (in order of priority)	Approx % of time
Seed Analysis training	70%
Training for all relevant seed analyst Part 1 crop divisions, extension and STZ courses and optional progress in Laboratory Management In-house training in TZ and Vigour testing	
Seed Analysis	20%
On completion of gaining qualification for each division, carry out seed analysis on daily basis gaining experience, with minimum supervision and ensuring contract deadlines are met.	
Laboratory tasks	5%
Assist with a wide range of routine laboratory based techniques including registration, sample division and preparation, planting, data entry and reporting of results	
Assist with course material preparation,	1%
Assist with the calibration of laboratory equipment	1%
Participate in ISTA proficiency testing	2%
Such other duties as may be assigned from time to time.	1%

6. Working conditions :

Working conditions: The Official seed testing laboratory is currently located at NIAB Barn 1, a new purpose built laboratory facility at Park Farm site, Histon, Cambridge.

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 general standard of secondary education, appropriate GCSEs / A levels including qualifications in English and Science based subjects.	Some basic knowledge of botany, seeds and seed testing

Experience:

Essential:	Desirable:
Previous Laboratory Experience	Previous experience of seed testing laboratory Clean, current driving license.

Specialist Training:

Essential:	Desirable:
In-house seed testing training to desired level provided.	Experience of microscope work.

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: 29.07.2020

Compiled by: Linda Maile