

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Laboratory Technician **Centre:** Analytical Services (OSTS) **Group:** Assistant

Location: NIAB HQ, Huntingdon Road, Cambridge

Reports to: OSTS Laboratory Manager

Line Manages: The post holder will have no staff management.

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 routine laboratory tasks to support a team of qualified seed analysts.

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

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

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
Laboratory support Delivery of a wide range of laboratory based techniques on seeds and agricultural produce, including - <ul style="list-style-type: none"> sample registration sample division and preparation media preparation planting a wide range of agricultural species routine data entry of test results administrative procedures for reporting of test types, maintain clean supply of laboratory equipment 	90% 20% 25% 10% 20% 5% 5% 5%
Customer liaison	5%
Assist with the calibration of laboratory equipment and media QA	3%
Such other duties as may be assigned from time to time.	2%

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	Some basic knowledge of botany, seeds and seed testing

Experience:

Essential:	Desirable:
Some work based knowledge of botany and/or agriculture	Previous laboratory experience A driving license for light passenger vehicles.

Specialist Training:

Essential:	Desirable:
None – essential training will be provided.	

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. IT literacy. Time management skills.	Some knowledge of quality assurance systems.

Date of description: 29.07.2020

Compiled by: Linda Maile