

1. JOB INFORMATION	
JOB TITLE:	Laboratory Analyst
BAND:	5
DEPARTMENT:	Technical
REPORTS TO:	Laboratory Manager / Senior Analyst (dotted line)
LOCATION:	Craigavon / Anwick / Ballymena (MAL)

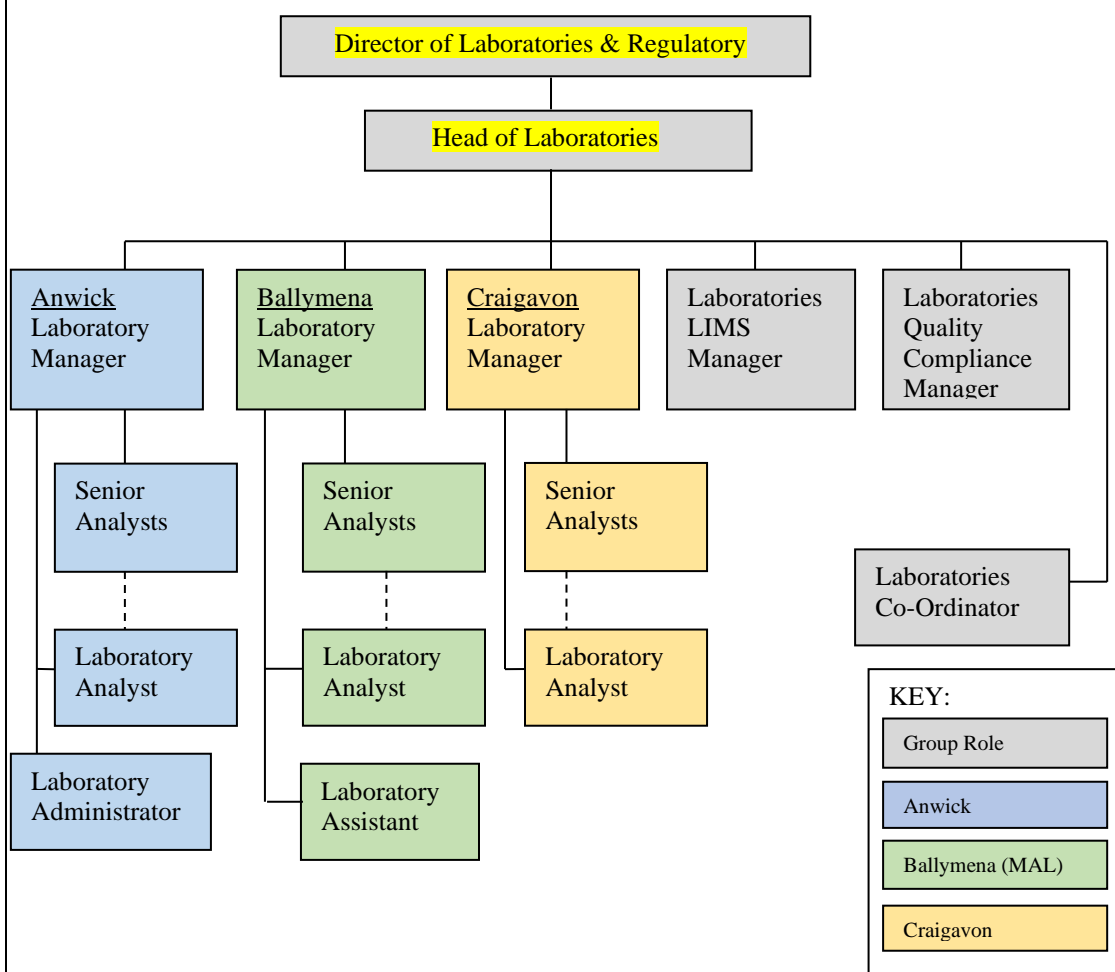
2. JOB PURPOSE
To work as a bench level analyst, on all aspects of work associated with designated laboratory carrying out analytical testing and support activities on a day to day basis.

3. RESPONSIBILITIES

3.1 FINANCIAL
Commercial awareness of own actions and responsibilities

3.2 STAFF
No direct reports

3.3 ORGANISATIONAL STRUCTURE / REPORTING LINE





Job Description



4. DUTIES/ RESPONSIBILITIES

- To carry out analytical testing and all supporting procedures, within the scope of their laboratory as required by Laboratory Management with due regard to safety, accuracy and with minimal delay, allowing for appropriate short-notice prioritisation of samples. Participation in internal and external QA's and relevant proficiency testing as and when required.
- Work to the Laboratory's Standard Operating Procedures, CLAS and UKAS ISO 17025 requirements.
- Undertake any project and validation work or specific responsibilities as given by Laboratory Management.
- To promote team spirit in all laboratory areas.
- Continue to develop requisite skills and knowledge by participating in training and development opportunities
- Assist with practical training programmes for all levels of staff, and to work to timescales to ensure staff progress through the programme at a pace commensurate with their learning capacity as guided by Laboratory Management
- Assist with quality system requirements as allocated by the Quality Manager, and to complete this work within given timescales
- Advise Laboratory Management on low stocks of consumables,
- To ensure all data generated by themselves is managed through the laboratory smoothly and contains all the information necessary to allow a true and accurate interpretation of results. The information must be completed / data entered within deadlines of work completion and to accreditation/**approval** standards.
- To take responsibility where given for reporting / reacting to out of specification results. This may be internally to Laboratory Management and/or to other internal stakeholders throughout the company.
- Take responsibility for keeping their work area clean and tidy and to ensure cleanliness of equipment and other general areas of the laboratory by applying cleaning schedules correctly and within time scales given. Ensure there are no contraventions of H&S principles.
- To work in a manner that actively seeks to reduce any negative environmental impact in relation to the processes and procedures operating within their area and across the wider business e.g. reduction of waste, recycling etc.
- Work within the Laboratory Shift Pattern as required
- Work overtime when required - this may include weekends and bank holidays.

5. MEASURABLE OUTPUTS

- Complete training as planned by manager during probationary period, leading to sign off on the more basic jobs to enable to work unsupervised. Following probationary period manager will plan next steps. Fully trained and good competency of all SOP's within first year as defined by manager.
- Be able to make basic media and be fully competent with associated QA/QC within probationary period. To be fully competent with more complex media and all associated SOP's within first year.
- To be familiar of and conform to ISO 17025 Quality System as planned by manager, key sections of to be read and understood during probationary period – sections 1 to 11.



Job Description



- To be competent in EQA and IQA – Pass all proficiencies assigned.
- To be fully conversant with all microbiological test methods on the laboratories scope of accreditation / approval, and the quality system by the first year

6. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential	Desirable
<ul style="list-style-type: none">• Degree (or equivalent) in a science or food science subject or 3 years relevant laboratory experience working to a recognised lab accreditation / approval standard.• Ability to work with the team and to contribute ideas and innovation at meetings to meet budget and business demands.• Computer Skills• Good communication skills at all levels.• Customer orientated to meet demands of customer requirements.• Good organisational skills to ensure efficient throughput of workload on a daily basis.	<ul style="list-style-type: none">• Previous lab experience• Understanding of food microbiology• Keen to pick up new skills and show enthusiasm for the position.• Bring a new skill to the position.• Interest in progressing a career in microbiology.• Experience in agri-food industry

	DATE:
JOB HOLDER:	
MANAGER:	
HUMAN RESOURCES REPRESENTATIVE:	

Note:

This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Moy Park reserves the right to vary duties and add duties as they see necessary.