

<b>Job Description</b>	
Job Title: <b>Laboratory Technician</b>	Reports to: <b>Group Technical/Quality Manager</b>
Grade: <b>S2</b>	Role Profile: <b>Laboratory Technician</b>
Based at: <b>SARIA Ltd Doncaster</b>	Mobility/travel: <b>Some travel may be required</b>
<p><b>Primary Purpose of the Role:</b></p> <p>To maintain records of samples received and tested and to carry out routine chemical analysis on samples, as required.</p> <p>To carry out the role whilst ensuring health and safety procedures are followed at all times. Ensuring that high levels of productivity, attendance and customer satisfaction are maintained at all times.</p>	
<p><b>Key Duties and Responsibilities:</b></p> <p>Your duties and responsibilities will include but are not limited to the following:</p> <ul style="list-style-type: none"><li>• Routine testing of samples as required.</li><li>• Maintaining proficiency in traditional laboratory methods and in the use of modern automated analytical equipment by training and retraining as necessary.</li><li>• Housekeeping to assist with the smooth running of the Laboratory i.e. keeping work areas tidy and monitoring consumable stock levels.</li><li>• Interpreting results i.e. to be alert to over-limit or out of the ordinary results and to inform customers of out of spec results.</li><li>• Carrying out QC checks on equipment and procedures and maintaining these records in accordance with accreditation guidelines.</li><li>• Following procedures accurately.</li><li>• Accurately recording results.</li></ul> <p><b>General:</b></p> <ul style="list-style-type: none"><li>• To work in a manner that reflects equal opportunities values; treating others with dignity and respect whilst taking into account the needs of colleagues and customers.</li><li>• Providing high standards of quality whilst promoting, building and maintaining effective working relationships with colleagues, suppliers and customers.</li><li>• Identifying training needs relevant to the job and participating in any training and development as required.</li><li>• Maintaining high levels of personal motivation, attendance and conduct.</li></ul>	
<p>The post holder's duties must be carried out in accordance with policies and procedures of SARIA Ltd including, but not limited to the Equal Opportunities, Harassment and Bullying Policy, the Health and Safety at Work Act 1974 and other subsequent health and safety legislation. These duties should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities for the Company, commensurate with the grading of the post.</p>	

**Key Relationships:**

- Group Technical/Quality Manager
- Senior Laboratory Technician
- Other Laboratory Technicians
- Quality Personnel
- Health and Safety
- Customers and Suppliers

<b>Person Specification</b>		
		E = Essential / D = Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Educated to GCSE Level or equivalent.</li> </ul>	E
Knowledge	<ul style="list-style-type: none"> <li>• Awareness of relevant Health and Safety requirements.</li> </ul>	D
Relevant Experience	<ul style="list-style-type: none"> <li>• Scientific technical support.</li> </ul>	D
Skills and Competencies	<ul style="list-style-type: none"> <li>• Ability and interest to learn new and relevant skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Good communication skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Be able to work well individually and in a team.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Well organised and efficient.</li> </ul>	E
Attitudes and Behaviours	<ul style="list-style-type: none"> <li>• Good IT skills, including LIMS, Microsoft Word and Excel.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Be self-motivated and driven.</li> </ul>	E
Decision Making	<ul style="list-style-type: none"> <li>• Be able to prioritise workload.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to make decisions at an appropriate level.</li> </ul>	E
Working Demands	<ul style="list-style-type: none"> <li>• Laboratory/Office based.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Full UK Driving License.</li> </ul>	D
Working Arrangements	<ul style="list-style-type: none"> <li>• Full time, permanent.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• 40 hours per week.</li> </ul>	E