

Job Description



Role Title: Scientific Officer

Purpose of role: To analyse and investigate results for a range of scientific work. Develop and maintain standard operating procedures ensuring that procedures are followed and notify other relevant employees when this has not been complied with.

Reports to: Laboratory Manager

Location: Crayford

Main Responsibilities:

The Scientific Officers are responsible for but not limited to:-

- Undertake laboratory analysis of water from a variety of sources and on occasions other matrices in strict adherence to analytical methods standard operating procedures.
- Analysis and investigation of results in conjunction with the Senior Scientists, Deputy Laboratory Manager and Laboratory Manager
- Develop, validate, review, update and implement standard operating procedures, for work undertaken in their area of responsibility, in conjunction with senior staff.
- Ensuring that procedures are followed routinely and departures or changes are brought to the attention of the Senior Scientific Officer, Deputy Laboratory Manager or Laboratory Manager
- Implementing all aspects of the Quality Management System and associated documentation and to notify Senior Scientists and/or Laboratory Manager of any departure from the Quality Management System and procedures so that reparation can be made.
- Undertake data entry using a Laboratory Information Management System
- Undertake training of scientific technicians
- To uphold and comply with the statutory provision of the Health and Safety at Work Act 1974 and any other relevant legislation and policies or procedures relating to Health & Safety at Work.

- The Scientific Officers will uphold and comply with the requirements of International Standard EN ISO/IEC 17025:2005 'General Requirements for the competence of testing and calibration laboratories'.
- To undertake any other reasonable task or responsibility requested by a senior manager

General

- At all times work in a way that demonstrates Latis Scientific Limited's business methods .
- To listen to and relay market intelligence.
- Maintain high standards in terms of personal appearance conduct and respect of Company property.

Qualifications required to do this role:

Degree in an appropriate scientific discipline or combination of disciplines

Experience required to do this role:

Whilst no previous experience is required in a laboratory environment it would be desirable

Skills required to do this role:

Attention to detail

Ability to follow procedures

Ability to analyse data

Personal attributes:

Proactive

Resourceful

Self-motivated

Flexible

Reliable

Professional

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Latis Scientific Limited would aim to reach agreement to the changes.