



## Job Description

<b>Job Title:</b>	Environmental Forensics Technician
<b>Department:</b>	Environmental Forensics
<b>Hours:</b>	37.5 per week
<b>Reports to:</b>	Environmental Forensics Laboratory Manager
<b>Direct Reports:</b>	N/A
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To support in the daily operations of the laboratory providing assistance where required for analysts and assistant analysts as directed by the laboratory manager.</li> </ul>
<b>Role Accountabilities and Main Duties:</b>	<ul style="list-style-type: none"> <li>Laboratory housekeeping.</li> <li>To prepare containers and kits for sampling and use in the laboratory.</li> <li>To ensure that all relevant equipment and instrumentation is in good working order and that all relevant certification and records are kept up-to-date.</li> <li>To support the department in administrative duties, such as the receipt and organisation of deliveries and maintaining resource databases.</li> <li>To dispose of laboratory waste and samples, ensuring adherence to Good Laboratory Practise.</li> <li>To prepare reagents and chemical standards for routine and non-routine analysis.</li> <li>To prepare environmental samples via drying, homogenisation, filtration, extraction or dilution etc. as required.</li> <li>To be familiar with all aspects of the Quality Manual and to comply at all times with the policies, procedures and associated documents, which are referred to within the manual in order to comply with the UKAS/ISO Accreditation Standard.</li> </ul> <p>These duties are by no means exhaustive and should not be interpreted as a complete definition of the role.</p>
<b>Person Specification:</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>Interest in Science, willingness to learn.</li> <li>Good oral and written communication.</li> <li>Strong organisational skills and able to work to a deadline.</li> <li>Able to work as part of a team and independently.</li> <li>Some heavy lifting required.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>A level and/or appropriate professional qualification in Science based subject.</li> <li>&gt;1 year laboratory experience.</li> <li>Hands on experience of chemistry within a laboratory setting.</li> </ul>