

Kent County Council

Job Description: *Scientific Officer*

Directorate: Growth, Environment and Transport
Unit/Section: Public Protection/Kent Scientific Services
Grade: KSD
Responsible to: Analytical Services Manager

Purpose of the Job:

To service our customers through chemical analysis of food, agriculture and consumer safety samples by following documented procedures accredited to EN ISO17025

Main duties and responsibilities:

- Produce analytical results by undertaking routine chemical and physical analysis using classical and advanced instrumental techniques to be incorporated into client reports
- Ensure work is undertaken in a safe manner by following safety guidelines within each documented procedure to prevent harming yourself or others.
- Follow documented procedures diligently and accurately record information in order to provide quality assured results
- Provide support to other members of staff by keeping work areas clean, tidy and organised to ensure effective use of everyone's time
- Assist other members of staff in their tasks when required to ensure work is completed in an efficient manner
- Understand, record and communicate client requirements through direct and electronic conversation
- Aid senior staff in method development
- The postholder will undertake laboratory tasks as directed. You will manage your daily workload to complete your tasks efficiently and to the required standard. You will use your skills and judgement to problem solve, undertake non-routine activities and guide other members of staff. Support and supervision is available as required. You will have a good knowledge of the equipment used which will enable you to maximise its output, trouble shoot and carry out routine service tasks.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Scientific Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Foundation degree, HND or Vocational equivalent Qualification Level 5 in chemistry or a subject which includes a significant element of chemistry.
EXPERIENCE	Proven laboratory practical work either in the workplace or at an educational establishment
SKILLS AND ABILITIES	- Able to undertake practical and instrumental chemistry - Able to effectively communicate - Able to use common computer programmes
KNOWLEDGE	- Knowledge of common computer programmes - In-depth knowledge of mathematical and science concepts relating to chemical analysis
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: - We are brave. We do the right thing, we accept and offer challenge - We are curious to innovate and improve - We are compassionate, understanding and respectful to all - We are strong together by sharing knowledge - We are all responsible for the difference we make Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making

Kent County Council

Job Description: *Scientific Officer*

Directorate: Growth, Environment and Transport
Unit/Section: Public Protection/Kent Scientific Services
Grade: KSE
Responsible to: Analytical Services Manager

Purpose of the Job:

To service our customers through chemical analysis of food, agriculture and consumer safety samples by following documented procedures accredited to EN ISO17025. To give professional advice to customers.

Main duties and responsibilities:

- Produce analytical results by undertaking routine chemical and physical analysis using classical and advanced instrumental techniques to be incorporated into client reports
- Ensure work is undertaken in a safe manner by following safety guidelines within each documented procedure to prevent harming yourself or others
- Follow documented procedures diligently and accurately record information in order to provide quality assured results
- Provide support to other members of staff by keeping work areas clean, tidy and organised to ensure effective use of everyone's time
- Assist other members of staff in their tasks when required to ensure work is completed in an efficient manner
- Understand, record and communicate client requirements through direct and electronic conversation
- Aid senior staff in method development
- The postholder will undertake laboratory tasks as directed. You will manage your daily workload to complete your tasks efficiently and to the required standard. You will use your skills and judgement to problem solve, undertake non-routine activities and guide other members of staff. Support and supervision is available as required. You will have a good knowledge of the equipment used which will enable you to maximise its output, trouble shoot and carry out routine service tasks. You shall have the knowledge and experience to carry out method development.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Scientific Officer*

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	CRITERIA
QUALIFICATIONS	• Batchelor's Degree in chemistry or a subject which includes a significant element of chemistry, Vocational Qualification Level 6 or equivalent
EXPERIENCE	• Proven laboratory practical work either in the workplace or at an educational establishment • Experience in instrumental analysis • Experience of ISO 17025 quality systems
SKILLS AND ABILITIES	• Able to undertake practical and instrumental chemistry and interpret results • Able to effectively communicate • Able to use common computer programmes
KNOWLEDGE	• Knowledge of common computer programmes • In-depth knowledge of mathematical and science concepts relating to chemical analysis • Knowledge and understanding of more complex instrumental techniques
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making