

## Kent County Council

### Job Description

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<b>Job Title</b>	Scientific Officer
<b>Directorate</b>	Growth, Environment and Transport
<b>Unit/Section</b>	Public Protection/Kent Scientific Services
<b>Grade</b>	KR 6
<b>Responsible to</b>	Analytical Services Manager

#### **Job Purpose**

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

#### **Accountabilities**

1. Produce analytical results by undertaking routine chemical and physical analysis using classical and advanced instrumental techniques to be incorporated into client reports
2. Ensure work is undertaken in a safe manner by following safety guidelines within each documented procedure to prevent harming yourself or others
3. Follow documented procedures diligently and accurately record information in order to provide quality assured results
4. Provide support to other members of staff by keeping work areas clean, tidy and organised to ensure effective use of everyone's time
5. Assist other members of staff in their tasks when required to ensure work is completed in an efficient manner
6. Understand, record and communicate client requirements through direct and electronic conversation
7. Aid senior staff in method development

Footnote: This job description is provided to assist the job holder to know what his/her 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

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<b>Qualifications</b>	Foundation degree, HND or Vocational Qualification Level 5 in chemistry or a subject which includes a significant element of chemistry.
<b>Experience</b>	Previous laboratory practical work either in the workplace or at an educational establishment
<b>Skills and Abilities</b>	Able to undertake practical and instrumental chemistry Able to effectively communicate Able to use common computer programmes
<b>Knowledge</b>	Knowledge of common computer programmes In-depth knowledge of mathematical and science concepts relating to chemical analysis

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.

#### **KENT BEHAVIOURS**

##### **Conversation and compassion**

- Encourage free-flowing conversation, pick up the phone or go and speak to a colleague
- Being sensitive to someone's needs and adjusting accordingly, accepting differences
- Politeness when dealing with others - whatever level, check for mutual understanding
- Listen carefully and act on what is being said – use clear language

##### **Outcomes and delivery**

- Be clear of what has got to be achieved, keep the end goal in mind
- Share knowledge of best practice, learning from things that have not worked so well
- Understand the priorities and work within the agreed timescales
- Looking to learn
- Prioritise and deliver no matter how big or small the task
- Look for opportunities to deliver services and developments through joint working

##### **Tools and professionalism**

- Speak and act professionally at all times
- Be personally accountable for managing budgets and controlling costs
- Look at ways of getting value for money
- Ensure that your knowledge and skills are kept up to date

**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**

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<b>Job Title</b>	Scientific Officer
<b>Directorate</b>	Growth, Environment and Transport
<b>Unit/Section</b>	Public Protection/Kent Scientific Services
<b>Grade</b>	KR 7
<b>Responsible to</b>	Analytical Services Manager

#### **Job Purpose**

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.

#### **Accountabilities**

1. Produce analytical results by undertaking routine chemical and physical analysis using classical and advanced instrumental techniques, including mass selective detectors, to be incorporated into client reports
2. Ensure work is undertaken in a safe manner by following safety guidelines within each documented procedure to prevent harming yourself or others
3. Follow documented procedures diligently and accurately record information in order to provide quality assured results
4. Provide support to other members of staff by keeping work areas clean, tidy and organised to ensure effective use of everyone's time
5. Assist other members of staff in their tasks when required to ensure work is completed in an efficient manner
6. Understand, record and communicate client requirements through direct and electronic conversation
7. Carry out method development

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### Person Specification

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<b>Qualifications</b>	Batchelor's Degree in chemistry or a subject which includes a significant element of chemistry, Vocational Qualification Level 6
<b>Experience</b>	Previous laboratory practical work either in the workplace or at an educational establishment Experience in instrumental analysis Experience of ISO 17025 quality systems
<b>Skills and Abilities</b>	Able to undertake practical and instrumental chemistry and interpret results Able to effectively communicate Able to use common computer programmes
<b>Knowledge</b>	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
<p>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.</p>	
<p><b>KENT BEHAVIOURS</b></p> <p><b>Conversation and compassion</b></p> <ul style="list-style-type: none"> <li>• Encourage free-flowing conversation, pick up the phone or go and speak to a colleague</li> <li>• Being sensitive to someone's needs and adjusting accordingly, accepting differences</li> <li>• Politeness when dealing with others - whatever level, check for mutual understanding</li> <li>• Listen carefully and act on what is being said – use clear language</li> </ul> <p><b>Outcomes and delivery</b></p> <ul style="list-style-type: none"> <li>• Be clear of what has got to be achieved, keep the end goal in mind</li> <li>• Share knowledge of best practice, learning from things that have not worked so well</li> <li>• Understand the priorities and work within the agreed timescales</li> <li>• Looking to learn</li> <li>• Prioritise and deliver no matter how big or small the task</li> <li>• Look for opportunities to deliver services and developments through joint working</li> </ul> <p><b>Tools and professionalism</b></p> <ul style="list-style-type: none"> <li>• Speak and act professionally at all times</li> </ul>	

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