

**Directorate:** Growth, Environment and Transport  
**Unit/Section:** Public Protection/Kent Scientific Services  
**Grade:** KR6  
**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 3. 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

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: *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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Foundation degree, HND or Vocational equivalent Qualification Level 5 in chemistry or a subject which includes a significant element of chemistry.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous laboratory practical work either in the workplace or at an educational establishment</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Able to undertake practical and instrumental chemistry</li> <li>Able to effectively communicate</li> <li>Able to use common computer programmes</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of common computer programmes</li> <li>In-depth knowledge of mathematical and science concepts relating to chemical analysis</li> <li>The postholder will undertake laboratory tasks as directed. You will manage your daily workload to complete your tasks efficiently and to the required standard.</li> <li>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.</li> <li>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.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li><b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li><b>We are curious to innovate and improve</b></li> <li><b>We are compassionate, understanding and respectful to all</b></li> <li><b>We are strong together by sharing knowledge</b></li> <li><b>We are all responsible for the difference we make</b></li> </ul>

**Directorate:** Growth, Environment and Transport  
**Unit/Section:** Public Protection/Kent Scientific Services  
**Grade:** KR7  
**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, including mass selective detectors, 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
- 7. Carry out 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: *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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Batchelor's Degree in chemistry or a subject which includes a significant element of chemistry, Vocational Qualification Level 6 or equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous laboratory practical work either in the workplace or at an educational establishment</li> <li>• Experience in instrumental analysis</li> <li>• Experience of ISO 17025 quality systems</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Able to undertake practical and instrumental chemistry and interpret results</li> <li>• Able to effectively communicate</li> <li>• Able to use common computer programmes</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of common computer programmes</li> <li>• In-depth knowledge of mathematical and science concepts relating to chemical analysis</li> <li>• Knowledge and understanding of more complex instrumental techniques</li> <li>• The postholder will undertake laboratory tasks as directed.</li> <li>• You will manage your daily workload to complete your tasks efficiently and to the required standard.</li> <li>• 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.</li> <li>• 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.</li> <li>• You shall have the knowledge and experience to carry out method development.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>