



J O B D E S C R I P T I O N

POST REF NO:

JDES:

POST

Laboratory Technician (level2) – Materials Testing Service

DEPARTMENT

JOINT SERVICES

GRADE

SALARY SCALE:
WY04

LOCATION

Morley

REPORTING TO

Technologist

DIMENSIONS

FINANCIAL:

Expenditure for which post holder is JOINTLY responsible: Nil

Income for which post holder is JOINTLY responsible: Nil

STAFF:

DIRECTLY Responsible: Supporting and guiding level 1 technicians in analysis

INDIRECTLY Responsible: None

OVERALL JOB PURPOSE

The overall purpose of the post is to undertake a range of tests on a variety of client materials, and report results to laboratory technologist. This includes testing and analysis of partially processed or finished materials.

CONTEXT

OPERATING ENVIRONMENT:

- WYJS provides Trading Standards, Analytical, Archaeological, Ecological and Archive Services to the population of West Yorkshire (2.2 million people) on behalf of the 5 Constituent Authorities.

FRAMEWORK & BOUNDARIES:

- The position of laboratory technician (L2) is answerable to the laboratory technologist.
- As a laboratory technician (L2) the post holder will be expected to carry out their duties in accordance with all organisational policies and procedures.
- As an employee of WYJS, the laboratory technician (L2) will be subject to all terms & conditions of employment.

PLANNING AND ORGANISING

- The post holder will handle issues requiring both short and medium action.

- The post holder will be required work unsupervised, prioritise and organize themselves once the workload has been directed by the laboratory technologist, to ensure that deadlines and turnaround times are met.
- From time to time when required the post holder will be required to support the line manager in training and guiding level 1 technicians. This may involve some in house training.

DECISION MAKING

- The post holder will be required to make decisions within predetermined test perimeters and prepare appropriate results. Where a more complex assessment is required advice and guidance will be sought from a technologist or senior staff member.

KEY RESULT AREAS

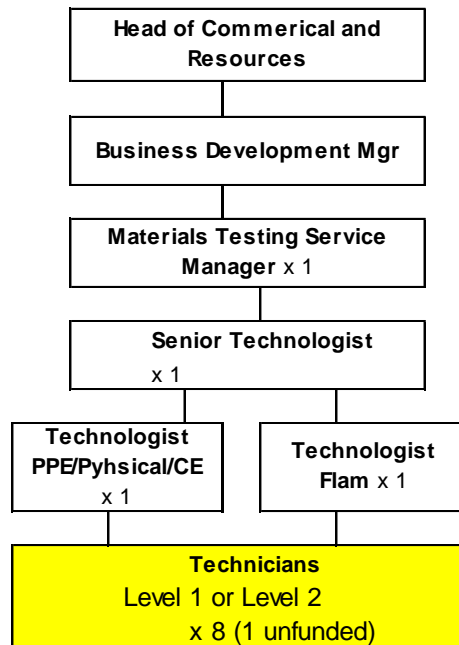
1. To carry out tests on various materials and products, including making and checking associated calculations.
2. To make accurate pass/fail decisions based on knowledge and evidence available at the time of analysis, and communicate this effectively within the laboratory and prepare test reports.
3. To accurately record and maintain appropriate records of tests on the laboratory predetermined templates.
4. To verify the correct functioning of equipment and instruments and other apparatus within defined limits, and confirm specified atmosphere at time of testing. Reporting and anomalies to the post holders line manager.
5. To ensure all laboratory equipment and instruments are maintained and fit for purpose to carry out testing of relevant materials, making sure that the relevant post holder line manager is aware of any repairs required to achieve this.
6. Help maintain good employee relations within Joint Services. Foster a supporting environment for new and/or level 1 technicians.
7. Deputise in the absence of a technologist for day to day activities and decisions. For complex issues seek the advice and guidance from another senior member of staff within the service.
8. Participate in the WYJS appraisal scheme to identify current and future training development needs. Attend appropriate training courses, if, or as and when required.
9. The post holder's duties must at all times be carried out in compliance with the servicing Authority's Equal Opportunities Policy.
10. The post holder's duties must at all times be carried out in compliance with all employment, Data Protection and Freedom of Information legislation requirements, as detailed in the Employee Handbook.
11. Ensure the health and safety of all staff and resources within the post-holder's area of responsibility, i.e. delegated responsibility in relation to the nature of the post holder's duties and personal responsibilities as per Sections 7 and 8 of the Health and Safety at Work Act 1974. These include the provision of protective clothing, Health and Safety Instruction etc.
12. From time to time such other duties at a comparable level of responsibility relating to the work of Materials Testing Services may be required, and as a result post holders are expected to undertake other duties and tasks as instructed by line management.

PERSONAL CONTACTS

INTERNAL: Officers within WYJS and elected members.

EXTERNAL: On occasion's organisations/clients, Officers from other local authorities, central government and other government agencies.

MANAGEMENT STRUCTURE



SPECIAL FEATURES OF POST

Although there is a flexi-time scheme in operation the post maybe required to adopt a more flexible work pattern to meet business needs and therefore the post holder should be prepared to occasionally work outside office hours and at all times promote a professional image of the service.

JD PREPARED BY:

Manager's Name
Prepared By: S Norris
Approved By: J Knox
Date: 18.07.16

POST:

Evaluated:
Moderated:
JE Reference No:

AMENDMENTS:

Draft V2.1

PERSONAL SPECIFICATION (Experience, Knowledge and Skills)			
ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	A minimum of two years analytical experience in textiles or similar laboratory environment.		Application Form References Interview
Education/Training	A relevant qualification in a textiles or chemistry related discipline or equivalent years' experience (e.g level 3 Btech) and 4 GCSE's Grade C or above.	A related degree or equivalent.	Certificates Interview
Specialist Knowledge/Skills	<p>General workable understanding and knowledge of textile materials supported by the ability to operate testing equipment and instruments, and associated equipment</p> <p>Ability to produce and maintain accurate records of testing, and apply accurate informed decisions to the analytical process.</p> <p>Ability to apply textiles testing knowledge to make informed decisions, within specifications and predetermined test methods.</p> <p>Experience in communicating verbally and in writing results and other test information.</p> <p>IT literate.</p>	Awareness of EU directives and legislation for textiles	Interview References
Any Additional Features	Manual dexterity in a textiles/materials		Applications form, Interview

	<p>laboratory environment.</p> <p>Experience of sharing knowledge and experiences with others in a laboratory environment.</p>		<p>References</p>
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