

Job Description

Job Title:	Scientific Officer (Chemistry)
Grade:	D401 / Pay Band 14
Directorate:	Regulation
Department:	Environment, Food & Agriculture
Responsible to:	Higher Scientific Officer (Head of Chemistry)
Responsible for:	Not responsible for other staff

Job Summary

The Scientific Officer (Chemistry) is responsible for analysing samples and performing related investigations to the quality and service standards required by the Laboratory.

Main Duties and Responsibilities:

- a) The analysis of samples, following standard operating procedures and utilising a range of equipment available in the Laboratory. This will include:
 - i. Sample preparation;
 - ii. Quality assurance;
 - iii. Calculation and recording of results;
 - iv. Assessment of the accuracy and acceptability of results, and recognition of anomalies.
- b) Undertake site visits for sampling or other investigative purposes (e.g. borehole sampling).
- c) Demonstrate continuing competence in the performance assessment programmes.
- d) Maintain own training records, including approvals to work.
- e) Experienced Scientific Officers will be expected to assist with or undertake the development of new procedures, and problem solving related to samples and investigative work.
- f) Experienced Scientific Officers will be expected to train other staff in new methodology and equipment, including staff at the same or higher level and, where appropriate, also sign other staff member's training approvals. They may also be required to supervise and train Laboratory Assistants.
- g) In the absence of the Higher Scientific Officer (Head of Chemistry), experienced, competent Scientific Officers may be required to deputise in the role of Checking Officer.
- h) It may be necessary for the role holder to work temporarily, permanently or periodically in other sections or areas of work within the Laboratory, for example Microbiology or

Radiation. Applications from candidates with knowledge of these areas would be welcome.

The jobholder will manage their own time, subject to such guidance or direction as may be given in respect of specific tasks. In undertaking their duties, Scientific Officers are responsible for ensuring that their own work complies with the standards set out in the Laboratory's quality system.

In addition to the specific tasks described above, the jobholder shall perform such duties and responsibilities with reasonable instructions as the Department, or person duly authorised by the Department, may from time to time give.

Service Delivery

The jobholder will be accountable for the delivery of part of the analytical service provided by the Government Laboratory in accordance with the Quality System and the Health & Safety Manual, including the management of their time and subject to such guidance given from the jobholder's line manager.

Performance Management & Improvement

All Public Servants have a personal responsibility for performance management. The jobholder will be expected to contribute to their annual performance development review and interim performance reviews.

Regular meetings are held between line managers/reporting staff and six monthly interim reviews are encouraged by the Department. These are specifically designed to deliver the aims and objectives of the Department.

Health & Safety

Scientific Officers are responsible for their own health and safety and the impact of their actions on others. The role holder must understand the concept of risk associated with health and safety and have sufficient knowledge of health and safety requirements in a laboratory environment to operate in a safe manner having regard to their own and others' health.

Reporting Framework

Scientific Officers (Chemistry) report to the Higher Scientific Officer (Chemistry) of the Government Laboratory, Department of Environment, Food and Agriculture, who is their 'Reporting Officer' in relation to the Public Service Commission and Departmental structure, policies and delegations.

Integrity

As an appointee of the Government Laboratory, Department of Environment, Food and Agriculture, the role holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all Government Laboratory and Department business and to uphold such confidences.

Qualification and Experience

The following specific skills are required for discharge of the normal Scientific Officer duties:

1. High level of practical laboratory skills and ability to use the range of analytical equipment available in the Laboratory in a safe and correct manner, and ability to learn new techniques with normal training.

2. Analytical competence, able to meet the required analytical performance standards as a matter of course.
3. Good awareness of chemicals and the hazards they present in use.
4. Reliability and ability to plan and organise work to achieve maximum efficiency particularly when unsupervised, both inside and outside the Laboratory.
5. Interpersonal communication skills to deal with staff, public and clients.
6. Sufficient knowledge of the standard operating procedures the Scientific Officer is trained and authorised to use. The ability to be able to train other staff.
7. Knowledge and familiarity of operation of quality systems and quality control procedures relating to tests, and ability to assess the suitability of test results using acceptability criteria.
8. Ability to operate basic software including spreadsheets and databases.
9. Understanding of statistics used in test methods, including analytical uncertainty.
10. Intuitive and reasoning skills sufficient to be able to work on the development of new methods and procedures.

This is a graduate level post. The normal entry requirement to which is a degree, together with sufficient postgraduate practical experience in a laboratory environment testing water and/or food to ensure competence at least with a core range of test methods. However, as this is a complex role it is recognised that continual development over several years is likely before an appointee fully attains all the above skills to the fullest extent required.

Department Ethos

The Department of Environment, Food & Agriculture (DEFA) is committed to the following statement of values, and to the principles behind them. All staff are expected to adopt and abide by them:

In DEFA, we work together as a team taking pride in delivering the very best, sustainable, service to make a positive difference to our community.

Ours is an environment where:

- *We value, trust and respect one another;*
- *We communicate clearly, openly and honestly;*
- *Innovation and creativity are recognised and appreciated;*
- *We positively influence and inspire each other;*
- *Continuous development is promoted.*

**Isle of Man Civil Service
Person Specification**

Department of Environment, Food & Agriculture – Government Laboratory

Scientific Officer (Chemistry)

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	Essential or Desirable	Method of Assessment
Credibility		
Degree in chemistry, a related scientific discipline or evidence of having equivalent directly related experience at degree level.	Essential	CV/Pre-employment checks
Experience working in an analytical laboratory, ideally accredited to ISO 17025 or another third party accreditation scheme.	Essential	CV/Interview
Experience in the analysis of food and/or water.	Essential	CV/Interview
An understanding of health and safety in a laboratory environment.	Essential	CV/Interview
Ability to communicate accurately in English, both orally and written.	Essential	CV/Interview
Membership of the Royal Society of Chemistry or equivalent scientific body.	Desirable	CV/Pre-employment checks
Has open conversations.	Essential	Interview
Addresses the issues.	Essential	Interview
Builds supportive relationships.	Essential	Interview
Is professional and credible.	Essential	Interview
Capability		
Skilled in basic analytical techniques, including gravimetry, and volumetry.	Essential	CV/Interview
Ability to readily learn new analytical techniques.	Essential	CV/Interview
Ability to plan and organise scientific work.	Essential	CV/Interview

Good IT skills including using spreadsheets, word processing and databases.	Essential	CV
Ability to train others in analytical techniques and methodology.	Desirable	CV/Interview
Skilled in some analytical instrumentation (UV/FTIR/HPLC/GC/ICP-MS etc)	Desirable	CV/Interview
Future focused.	Essential	Interview
Makes considered decisions.	Essential	Interview
Encourages innovation and supports change.	Essential	Interview
Character		
Commitment to quality customer service.	Essential	Interview
Inquiring, analytical mind.	Essential	Interview
Reliable.	Essential	Interview
Good team worker.	Essential	Interview
Trusts and is trusted.	Essential	Interview
Has positive energy and drive.	Essential	Interview
Willingness to take on new challenges.	Essential	Interview
Inspires, motivates and empowers.	Essential	Interview
Other requirements		
Clean, valid driving licence.	Desirable	CV
Isle of Man Worker status.	Desirable	Application