

POSITION DESCRIPTION

Title of position: Method Development Chemist

Reporting to: Trace Laboratory Manager

Overview:

The Method Development Chemist applies technical and analytical skills as part of a team providing an efficient and effective analytical service to clients from the food and beverage sectors. These services include analysis of components such as faults and taints, agrochemical residues and quality markers. This role is focused on the development of analytical methods on advanced LC-MS and GC-MS instrumentation.

Qualifications:

A relevant degree in Science, such as BSc, BSc (Hons), or relevant industry experience.

Essential experience:

- At least three years' experience undertaking analysis in a relevant area (e.g. food, beverage or pharmaceutical sectors)
- Experience in troubleshooting, method development and validation on LC-MS/MS instruments.

Desirable experience:

- Knowledge of commercial laboratory practices.
- Ability to modernise and improve the efficiency of current methods and technology on LC-MS/MS, GC-MS and GC-MS/MS
- Experience in method development and validation on GC-MS and GC-MS/MS
- Experience with troubleshooting on GC-MS and GC-MS/MS
- Experience with the requirements of advanced laboratory accreditation programs such as ISO17025, GLP or similar.
- Experience with computerised systems validation
- Experience with formal report writing for validation and/or project work.

Principal accountabilities:

1. Perform method development and validation of analytical methods for agricultural chemical residues and other contaminants or components.
2. Perform analyses of trace residues and components in samples submitted to the Trace Analysis Laboratory. These analyses are to be performed in a timely and efficient manner in accordance with the quality criteria established during method validation as well as documentation and standard operating procedures.
3. Assist the Trace Analysis Laboratory Manager in workload coordination, including scheduling and daily delegation of tasks, in order to maintain an efficient and effective analytical service.
4. Maintain approved signatory status and coordinate the checking and reporting of analytical results including non-routine and contract work in consultation with analytical laboratory staff.
5. Prepare quotes for non-routine and contract work in collaboration with the Trace Analysis Laboratory Manager and/or General Manager – Affinity Labs.
6. Contribute to the maintenance of the NATA ISO17025, GLP recognition and quality systems by performing analyses according to agreed quality parameters; performing calibrations and maintenance of equipment according to relevant schedules; and complying with instructions as detailed within the quality manual or other related documents.
7. Assist in conducting analytical and administrative tasks required for the routine management of the Affinity Labs laboratories including entering and checking of results and training of new and existing staff in laboratory procedures, as required.
8. Contribute to the efficient, effective and safe operation of laboratories such that they remain functional at all times. This may include procurement; general laboratory maintenance and housekeeping; calibrations; training; and maintenance/repairs to laboratory equipment. Assist in drafting and reviewing relevant risk assessments and standard operating procedures.
9. Undertake other duties as directed by the Trace Laboratory Manager, General Manager – Affinity Labs or Managing Director.
10. Accept that all intellectual property, patents and discovery arising during the course of employment at the AWRI remain the property of the AWRI.

Person specification:

1. Well-developed communication skills, both verbal and written, to facilitate understanding of technical matters by a range of people both internal and external.
2. Strong analytical and problem-solving skills.
3. Efficient time management skills.
4. Excellent interpersonal skills to be able to work effectively in a team environment.
5. Initiative and the capacity to self-motivate.

Workplace Health and Safety responsibilities:

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.