



Job Title	Laboratory Analyst
Business Unit	OBU
Function/Region	Distilling and Technical
Location	Dufftown
Leader	Liquid Quality Team Leader
People Leadership	No
Job Level	5
Role Purpose	
<p>To provide practical analytical support in order to maintain and enhance the quality and efficiency of all areas of distillery and bottling operations as well as ensuring project support, consistency of mature whisky and non-whisky products and meet legislative requirements.</p>	
Accountabilities	
<ul style="list-style-type: none">• Responsible for the analysis of raw materials, in process samples and finished products for a range of analytical parameters as per the analysis schedule and ensuring that all results are recorded accurately, interpreted and communicated to key stakeholders in a timely manner.• Responsible for ensuring that internal quality checks are carried out and that the specifications are met and that all quality analysis is reported to the Liquid Quality Team Leader in a timely manner with particular focus on risk and recommended actions.• Responsible for reviewing data trends and through effective communication with site teams provide insights on actions and recommendation to maintain product quality, efficiency and compliance.• Responsible for ensuring internal/external proficiency analysis and due diligence sampling is carried out at the required frequency and results reported.• Carry out maintenance of laboratory instrumentation to agreed timescales to ensure accuracy and consistency of analytical results.• Contributes appropriately to daily operating rhythm, weekly and monthly meetings and supports the implementation of improvements within the laboratory and across the departments on the site.• Ensure that safe working practices, quality and environmental procedures are adhered to in line with ISO9001, ISO 14001, ISO45001, BRC (SBP), HMRC, Irish Revenue (Tullamore) and FEMAS (Tullamore) and ensure the area is fully compliant to the standards.• Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.	



Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Applying Expertise and Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates an understanding of different organisational departments and functions

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Analysing

- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships
- Probes for further information or greater understanding of a problem
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems Demonstrates an understanding of how one issue may be a part of a much larger system

Working with People

- Demonstrates an interest in and understanding of others.
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others.
- Listens, consults others and communicates proactively
- Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses.

Health, Safety & Environment; Acts in a safe manner

- Follows safe working procedures and seeks advice if unsure about a task
- Only uses authorised and fit for use equipment
- Reports accidents, unsafe acts and unsafe conditions to their leader
- Co-operates with Leaders and other Team Members in promoting and improving health and safety within the team
- Makes full use of any equipment provided for their health and safety
- Considers the impact of actions on the environment

Presenting and Communicating Information

- Speaks clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertakes public speaking with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems Demonstrates an understanding of how one issue may be a part of a much larger system



Skills and Qualifications:

Essential:

- HND or Degree level in relevant scientific discipline.
- Technical and practical understanding of laboratory equipment, procedures and methods.

Desirable:

- Analytical method development and validation experience
- Analytical equipment maintenance experience
- Knowledge of brewing and distilling processes

Created by:	Claire Watkins
Date:	18/02/20
HRBP:	Mark Beattie
Date of last revision:	18/02/20