

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Laboratory Technician (Grade 1 )		<b>Director/Service/Sector:</b> Regeneration & Public Transport, Strategic Transportation, Highways Design		<b>Office Use</b>	
<b>Band:</b> 2		<b>Workplace:</b> Highways Laboratory, Cramlington & Various sites throughout the county			<b>JE ref:</b> 553 <b>HRMS ref:</b>
<b>Responsible to:</b> Senior Laboratory Staff		<b>Date:</b> 2 July 2010 NH	<b>Manager Level :</b> N/A		
<b>Job Purpose:</b> To carry out technical work in the laboratory and on site in connection with testing materials and products used in construction contracts for assessment of compliance with specification, geotechnical materials for design and fitness for purpose, in-service roads and bridges for with respect to maintenance requirements.					
<b>Resources Staff</b>		None			
Finance		None			
Physical		Some responsibility for the use, maintenance and calibration of Material Testing and Monitoring Equipment, Geotechnical & Materials Databases in accordance with EN ISO/IEC 17025 Accreditation requirements			
Clients		May well have general involvement with clients, managers and members.			
<p><b>Duties and key result areas:</b> The postholder will be a committed member of a small laboratory team working to the rigorous standards laid down by EN ISO/IEC 17025 which are regularly reassessed for compliance.</p> <ol style="list-style-type: none"> <li>1. Under direct supervision assist senior laboratory staff with testing of materials and workmanship in contract works, other County Council Departments and outside Clients requiring the service of the Laboratory;</li> <li>2. Comply with EN ISO/IEC 17025 accreditation standards in accordance with procedures laid down in the Laboratory Control Manual;</li> <li>3. Under direct supervision carry out and supervise technical work in the laboratory and on site in connection with: <ul style="list-style-type: none"> <li>• Sample materials on site (e.g. concrete, bituminous material, aggregates) and carry out basic testing on site;</li> <li>• Testing materials in the laboratory, with geotechnical and other site work;</li> <li>• Log and prepare samples for testing and carry out basic laboratory tests;</li> <li>• Assist with basic maintenance of equipment and apparatus and administrative procedures in the laboratory;</li> <li>• Prepare test results;</li> <li>• Calibrate testing equipment;</li> </ul> </li> <li>4. Understand and apply all rules governing the EN ISO/IEC 17025 system of work.</li> <li>5. Comply with procedures and safe systems of working for health and safety, legislation including CDM2007 regulations;</li> <li>6. Provide health and safety support to the Laboratory Manager and senior staff;</li> <li>7. Actively adopt effective and constructive relationships with colleagues and external contacts, in order to promote effective partnership arrangements, for the delivery of high quality services.</li> <li>8. Have an awareness of the County Council and laboratory financial systems to enable costing, tendering for work and the negotiating of fees to be carried out with the support of senior staff.</li> <li>9. Other duties appropriate to the nature, level and grade of the post.</li> </ol> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post Holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade had been established on this basis.</p>					
<b>Work Arrangements</b>					
Transport requirements:		Travel to work sites, area offices or training venues throughout the county and further a-field on occasions.			
Working patterns:		Normal office hours but flexi-hours apply, Regular standby or call out at unsocial hours arrangements may apply.			
Working conditions:		Daily exposure to outdoor working, lone working, adverse weather conditions, hazardous highway environments and construction sites, including working at height, in water, confined space and negotiating rough terrain and regular requirement for lifting weights up to permissible limits and handling hazardous materials and tools			

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PERSON SPECIFICATION**

<b>Post Title:</b> Laboratory Technician (Grade 1)	<b>Director/Service/Sector:</b>	<b>Ref:</b> 553
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
ONC or equivalent standard of specialist education; Have a knowledge of the properties and usage of construction materials to provide advice to and enable effective working within Highways; Knowledge of testing procedures, sampling and production of reports, using computers and the Microsoft Office software suite; Knowledge of relevant British and EN Standards;	HNC or equivalent standard of specialist education; Relevant Professional qualification; Have a sound knowledge of basic management techniques and principles. Registered with the Construction Skills Certification Scheme at a Technical Supervisory & Management Trainee Level (Red Card).	
<b>Experience</b>		
Experience of laboratory and site testing procedures, particularly with respect to highway and structural projects; Knowledge & experience of complying with relevant British & EN Standards; Experience in an EN ISO/IEC 17025 accredited Laboratory.	Experience of working in a comparable private sector technical organisation. An understanding of the issues facing civil engineering organisations.	
<b>Skills and competencies</b>		
Working knowledge of the organisation of the County Council; A knowledge of the technical, professional, legal and commercial issues; A knowledge of construction and commercial practices in the private sector.	Financial and commercial awareness, within a technical organisation of comparable scope and complexity.	
<b>Physical, mental and emotional demands</b>		
Reasonable level of physical fitness and mobility for visits to sites and carrying materials and equipment; Required to work outdoors in all weather conditions; Required to use dangerous chemicals and equipment in controlled laboratory environment and also in potentially uncontrolled environments on site, under supervision; Self motivated, adaptable & resourceful. A flexible approach to varying work times and conditions to meet programming requirements of clients and projects.		
<b>Motivation</b>		
A corporate orientation and a commitment to tackling issues in a non-departmental manner. Personality, conduct and technical credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. A strong commitment to Continuing Professional Development		
<b>Other</b>		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits