

Senior Analyst (Chemistry)

Job Description

Service:	Scientific Services		
Team:	Analytical Services		
Location:	Scientific Services Laboratory, Preston, PR2 2TX		
Salary range:	£40,778- £46,142	Grade:	9
Reports to:	Principal Officer Analytical Services	Staff responsible for:	4

Job purpose and scope

Qualified professionals providing technical/professional services and advice to customers within a specific service area. Supporting the Principal Analyst, they will manage a small team of technical staff to deliver workload for which they have a professional responsibility, to meet well-defined short-term goals.

Work will involve a broad range of complex problems and role holders will need to manage changing priorities and use professional judgment to respond to differing situations. They will provide direction to their team and act as technical reference to deal with escalated issues. They will schedule, review and monitor the work of the team, ensuring that priorities are met whilst fulfilling the requirements of the Quality System. Their work will be based on a theoretical understanding of their technical field, but they will be operating within well-established professional procedures and defined Council policies.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework



Leading Lancashire – Our Leadership Framework



Leading Lancashire

Our Leadership Framework

Our Vision and Values We are driven by a simple yet powerful vision – “Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper.”

This vision is at the centre of everything we do. Embedded in our identity are our values: **Supportive, Innovative, Respectful, and Collaborative**, our guiding principles that enable everyone to thrive.



Four Spheres of Leadership

The Leading Lancashire framework is a dynamic approach, encapsulating four key spheres:

Responsibilities, Capabilities, Behaviours, and Results.

These spheres form the bedrock of our leadership ethos, providing clarity and direction for all leaders. Responsibilities guide our actions, Capabilities cultivate our potential, Behaviours shape our interactions, and Results measure our impact. Together, these spheres ensure leaders deliver their best for themselves, their teams, LCC, and the people of Lancashire.



The Lancashire Mindset

Woven through the Leading Lancashire framework we introduce The Lancashire Mindset; Growth, Ownership, Optimism and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset not only shapes our approach to leadership but also serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Levels of Leadership

The Leading Lancashire framework provides an opportunity to define and clarify the focus and purpose of the various leadership levels within the organisation.

VISIONARY (Long-Term Direction):

Level 1 & 2 Leadership – Executive Directors and Directors
Senior leaders at this level, are Visionary Leaders. They have the privilege of shaping the long-term vision for the organisation, providing strategic and visionary direction that will guide the future success of Lancashire County Council.

SHAPING (Medium to Long-Term Strategy):

Level 3 Leadership – Heads of Service
Heads of Service at this level are Shaping Leaders. They are empowered to shape strategies with a broad mid to long-term view, setting clear strategic initiatives that provide direction to the management population, contributing to the organisation's success in the medium to long term.

OPERATIONAL (Short-Term to Immediate Effectiveness):

Level 4 Leadership – Management Roles
Leaders at this level, found in various management roles, are Operational Leaders. They focus on immediate operational effectiveness, ensuring their teams deliver in the short term, meeting objectives and driving success on a daily-to-monthly basis.

These refined terms more explicitly convey the visionary, shaping, and operational aspects of leadership at each level within the Leading Lancashire framework.

Accountabilities/Responsibilities

- Deliver and manage a full range of scientific services within a defined area to meet service requirements and to ensure council compliance with statutory, regulatory and professional requirements.
- Provide specialist advice and guidance to internal/external customers, making technical/professional recommendations about a course of action appropriate to the situation.

Senior Analyst (Chemistry)

- Set work objectives and standards for the team, providing clear and detailed instruction to ensure that overall objectives are met.
- Co-ordinate, monitor and review workflow, and resolve day to day operational issues to ensure delivery meets internal and external targets.
- Provide technical assistance and specialist training to more junior colleagues to ensure they are equipped to deliver their responsibilities.
- Identify opportunities for improvements to policies and procedures within work area to improve professional practice and customer service. This may include periodically providing analysis of management information to more senior professionals regarding possible improvements.
- Support the Principal Officer to plan, control and manage small/medium projects to meet a well-defined brief, and provide input to larger projects to resolve specific issues. This may include analysing complex data and producing ad hoc reports using professional expertise.
- Develop and maintain effective relationships and communications with other agencies and service providers to share information, build working relationships and to ensure joined up service provision.
- Performs other roles commensurate to the job role, in line with service needs, and as requested.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Senior Analyst (Chemistry)

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Senior Analyst (Chemistry)

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- A degree (or equivalent) in Chemistry, Food Science or a related discipline plus significant experience in a similar role.

Experience

- A minimum of 5 years experience of working within an analytical chemistry laboratory, ideally food-based, with progressive responsibility in increasingly senior roles.
- Experience of undertaking chemical analysis of potable and waste waters. A knowledge of the legislation governing water intended for public consumption and waste waters.
- Experience of planning work flow within a team by setting clear work objects and expectations and resolving operational issues to enable internal and external targets to be met.
- Experience of managing staff in line with company policies on Human Resource Management including annual leave, sickness absence monitoring, disciplinary and competency procedures.
- Experience of managing budgets/resources.

Essential knowledge, skills & abilities

- Demonstrable understanding of the application of the principles of analytical chemistry, including wet chemistry techniques and instrumentation (from industry-based experience).
- Knowledge and practical experience of molecular techniques such as ELISA and PCR would be advantageous
- Demonstrable knowledge and experience of working in a laboratory UKAS accredited to ISO 17025:2017 including an understanding of internal quality control and external quality assurance requirements, principles of measurement of uncertainty, decision rules and statements of conformity.

Senior Analyst (Chemistry)

- Understand the theory, principles and underpinning legislation of analytical chemistry including the Food Safety Act 1990 and the Agricultural Act 1970 and associated legislation. Understanding of the roles of Public Analyst and Food Examiner in the enforcement process.
- Thorough technical knowledge and understanding of the work practices, systems, processes and procedures relevant working in a laboratory setting (including Health and Safety).
- Experience of working directly with clients, providing advice and the interpretation of results.
- Understanding of departmental goals, as well as relevant council policies.
- Ability to line-manage, motivate, train and support the long-term development of staff.
- Good written and verbal communication skills
- Knowledge of basic statistical and data analysis techniques.
- Ability to manage multiple projects simultaneously, prioritising tasks and deadlines to ensure timely delivery of project milestones.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.