

SCIENTIFIC SERVICES
Analytical Services Officer – Grade 6

Job Description

Directorate:	Environment and Regulatory Services		
Service:	Scientific Services		
Location:	Scientific Services Laboratory, Preston, PR2 2TX		
Salary range:	-	Grade:	6
Reports to:	Senior Officer (Microbiology)	Staff responsible for:	-

Job purpose and scope

The postholder will provide technical and specialist analytical support within the Analytical Services Team, delivering laboratory analysis in accordance with recognised quality standards, statutory requirements and service procedures.

Working under the direction of the Senior Officer Microbiology and Principal Officer, the role involves the independent delivery of routine analysis and supervised, non-routine analytical work, the interpretation of results, and the application of quality and safety systems in a UKAS-accredited laboratory environment.

The postholder will apply both theoretical and practical knowledge to ensure accurate, reliable and timely analytical outputs for internal, local authority and commercial clients. They will support service delivery through effective sample processing, data review, reporting and compliance with ISO/IEC 17025 quality requirements.

The postholder will support the wider team by sharing technical knowledge, assisting less experienced staff and contributing to service improvement activities. The role operates within established procedures and defined Council policies, using professional judgement to resolve routine issues and escalating more complex matters as required.

Performance Indicators

Quality of Analytical Work

- Analytical results are produced accurately and in line with approved methods, validation requirements and quality standards.
- Laboratory records, calculations and reports are complete, clear and audit-ready.
- Non-routine results or quality concerns are identified and escalated appropriately.
- Demonstrates ongoing competency through successful proficiency scheme participation and UKAS assessments.

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Service Delivery

- Sample turnaround times are met in line with agreed service targets.
- Work is planned and prioritised effectively to meet operational demands.
- Analytical equipment is used correctly and reported faults are addressed promptly.

Quality, Safety and Compliance

- All activities comply with UKAS - ISO/IEC 17025 requirements, laboratory SOPs and Council policies.
- Health and safety procedures, COSHH requirements and safe systems of work are consistently followed.
- Quality incidents, non-conformances or deviations are reported accurately and on time.

Communication and Support

- Technical information and results are communicated clearly to colleagues and supervisors.
- Supports colleagues through informal technical guidance and knowledge-sharing.
- Works collaboratively within the Analytical Services Team to support service outcomes.

Continuous Improvement and Development

- Contributes to method development, review activities or service improvement initiatives where appropriate.
- Completes required training and competency assessments within agreed timescales.
- Demonstrates ongoing development of analytical knowledge and confidence.

Leading Lancashire Framework

- Demonstrates behaviours aligned with LCC values: **Supportive, Innovative, Respectful and Collaborative.**



The Lancashire Mindset

Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced 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 serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Accountabilities/Responsibilities

The following are a range of duties appropriate to this grade:

- Undertakes routine and non-routine analytical work using approved methods and equipment within a UKAS-accredited laboratory environment.
- Applies quality control procedures, checks data integrity and ensures results are technically valid before reporting.
- Maintains accurate laboratory records, quality documentation and electronic data systems in line with ISO/IEC 17025 requirements.
- Identifies analytical, equipment or quality issues and escalates non-routine or higher-risk matters to senior staff.
- Supports less experienced staff through informal guidance, demonstrating correct techniques and quality expectations.
- Assists with method verification, improvement work or investigation of quality incidents as required.
- Communicates professionally with internal and external clients or contractors on operational/technical queries, where appropriate.
- Ensures compliance with health and safety requirements, including COSHH, risk assessments and safe systems of work.
- Contributes to service improvement, efficiency initiatives and the sharing of good analytical practice.
- Undertakes other duties commensurate with the grade and nature of the role.

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.
- **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.

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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

- Min Level 3 qualification (or equivalent) in a related subject, with demonstrable applied, and relevant experience and 5 GCSE (Grade 4 and above) incl. Maths, English and a Science subject).
- or**
- Equivalent technical training gained through substantial practical experience in an analytical laboratory setting.

Experience

- Experience of working independently with relevant specialised analytical systems, laboratory equipment and/or IT software in a scientific or regulated environment.
- Experience of undertaking routine analytical work using approved methods, and procedures, applying attention to detail and consistency.
- Experience of maintaining accurate laboratory records, analytical data and supporting documentation suitable for audit or review.
- Experience of working effectively as part of a team to meet service delivery requirements and timescales.

Essential knowledge, skills & abilities

- Some knowledge of the analytical service area, including relevant laboratory methods, instrumentation, quality control procedures and supporting IT systems.
- Some understanding of working within accredited or quality-controlled laboratory environments, including adherence to Standard Operating Procedures, validation requirements and documentation standards.
- Strong analytical and problem-solving skills, with the ability to identify irregular results and take appropriate action.
- Ability to interpret analytical data accurately and present findings clearly for review by senior staff.
- Ability to provide informal training, guidance and mentoring to less experienced colleagues, sharing technical knowledge and good practice.
- Ability to build and maintain effective working relationships with colleagues, supervisors and internal customers.
- Good written and verbal communication skills, suited to a scientific service environment.

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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.