

Job Description:

**Laboratory Technician**

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| Position: | **Laboratory Technician** | |
| Contract Days: | Shift System | |
| Contract Hours: | Follow Shift Rota | |
| Pay Rate: | Competitive Salary | |
| Immediate manager  (N+1 Job title and name): | Peter Kitchen, General Services Manager. | |
| Position location: | Phillips 66 Humber Refinery | |
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| 1. Basic Function | | | |
| * Responsible for the analysis and reporting of Refinery samples including liquid hydrocarbons and coke, key sampling of Refinery streams and finished products, as directed by P66 leader, whilst working a 12-hour shift pattern. * Provide call-out cover on shifts [*as required*] to cover short/long term sickness. | | | |
| 2. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. | | | |
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| 3. Primary Accountabilities / Responsibilities – Indicate the main activities / duties to be conducted in the job. |
| * Work safely adhering to the P66 safety culture * Ensure that all sample analysis is done quickly, accurately and efficiently and delays due to result availability are eliminated * Conversant with analytical techniques * Be proficient in the use of PC software to analyse results * Give detailed handover to the oncoming shift * Communicate shift instrument problems to P66 leader * Communicate off spec or spurious results to P66 leader * Maintain sample container stock levels at control rooms * Sample collection both on and off site * Sampling of product blenders * Sampling of finished product tanks |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| 1. Full UK driving license 2. Knowledge of Laboratory testing 3. Good laboratory practise 4. Knowledge of laboratory sample requirements 5. Knowledge of sample hazards   **Key Competencies**   * Team player * Self starter * Communication Skills * Prioritisation Skills * Flexible and adaptable to changing priorities |

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| Version | 1 | Date | 28/09/18 |
| Document Owner | J Young | | |

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| 9. Management Approval – To be completed by document owner |

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| 9. Signature   * I agree that I have been fully briefed on my job role and that my job description has been explained.   Employee’s Signature:  Employee’s Name:  Date:  Manager’s Signature:  Managers Name:  Date: |