

Job Description

Job Title:	Bulk Analyst
Line Manager:	Laboratory Manager
Location:	Laboratory based

Job description

Main Purpose of Role

Analysis of bulk samples to determine the asbestos content with reference to HSE publication HSG 248 "Asbestos: The analyst's guide for sampling, analysis and clearance procedures".


Key Responsibilities

Work will include but not be limited to:

- Analysis of samples delivered to the laboratory
- Completion of Material Assessment Record forms
- Completion of Analysis Test Data Sheets
- Booking in samples that have been received from site,
- Closing completed work
- Completion of certificates of analysis as and when required
- Ensuring that the laboratory is always kept clean
- Make every effort to complete workload within the required time scale.
- To ensure the technical compliance of all work that is carried out and to liaise closely with the Technical Manager, Laboratory Manager, Quality Manager and Technical Auditors.
- Ensure that all asbestos related work is carried out in accordance with company Asbestos Quality and Procedures Manual (AQPM) and associated documentation.
- To comply with the Company General Quality Procedures with support from the Quality Manager.
- To assist the Laboratory Manager and Technical Manager in identifying new staff
- Report to the Laboratory Manager or Technical Manager any occurrences during business activity that may require reporting to our insurers or legal advice.
- Attend operational team meetings as and when required.
- Participate in internal and external (AIMS) audit scheme for asbestos identification.
- Maintain paperwork and samples in an orderly manner.
- Ensure that all records are kept up to date.
- Ensure the security of laboratory equipment and records.
- Ensure that samples are stored and disposed of as detailed in company guidelines.
- Attend training courses as and when required
- To carry out any other duties required as part of the overall strategy to achieve the company's objectives.

Performance Measures	
Competency Area	Performance Indicator
<ul style="list-style-type: none"> Analysis of bulk samples in accordance with HSG 248 and internal AQP Manual 	<ul style="list-style-type: none"> Compliance with monthly QA and QC requirements. Compliance with the Health and Safety Laboratory Asbestos in Materials Scheme (AIMS).

Person specification	
Experience/Knowledge Required	
Must have demonstrable experience within the asbestos field and meet the requirements for the role as set out in the AQP Manual.	
Personal Characteristics	
<ul style="list-style-type: none"> Positive attitude Good communication skills both written and oral Effective time management Ability to work on own initiative Flexibility and responsiveness to work 	
Level of Qualifications	
Current recognised qualifications: <ul style="list-style-type: none"> The BOHS P401 The BOHS Certificate of Competence in Asbestos The Royal Society for Public Health (RSPH) Asbestos Bulk Analysis (PLM) 	
Core Competencies	
Technical	Non-technical
<ul style="list-style-type: none"> Ability to analyse bulk samples correctly in accordance with current documented procedures. 	<ul style="list-style-type: none"> Good IT skills. Good communication skills, both written and verbal.

Authorisation			
Approved by:		Date:	11/12/2019