**JOB DESCRIPTION – Quality and Technical Analyst**

**Job Title: Quality and Technical Analyst**

**Reporting to: Quality and Technical Manager**

**About Us:**

From its formation in 1943, NMR has grown and developed into an integrated service provider working for farmers and milk buyers as well as an independent source of data for advisors such as vets, farm consultants and breed societies. The company and its staff are dedicated to providing the highest quality recording, testing, health and fertility services & products for cows, supporting farmers and the farming industry to make profitable production possible as well as working with milk buyers and retailer to constantly improve the quality of milk with drink.   
  
**The Role:**

The Quality and Technical Analyst will aid management with the maintenance of the International Committee for Animal Recording (ICAR) ‘Certificate of Quality’ Certification, Technical management of the laboratory, implementation of the Quality Management System (QMS) and United Kingdom Accreditation Service (UKAS) accreditation to standard ‘ISO 17025 - General requirements for the competence of testing and calibration laboratories’. Reporting to the Quality and Technical Manager, the role will include monitoring, risk assessment and reporting of the organisations adherence to the QMS, ICAR Certification, ISO 17025 and all relevant Technical standards, placing particular emphasis on aspects such as internal auditing and document control. The position also involves willingness to learn and use technical knowledge to help improve laboratory processes and answer quality and technical queries received from internal stakeholders and external customers. The position is laboratory site based, although the role will involve occasional travel to other sites across the business. Experience of a laboratory environment, internal auditing procedures, basic statistical data analysis and a working knowledge of ISO 17025 ‘General requirements for the Competence of Testing and Calibration Laboratories’ would be an advantage although training can be provided.

**Essential Key Skills:**

* Ability to communicate clearly, concisely and effectively, both verbally and in writing with a wide range of internal and external stakeholders
* Strong attention to detail
* Ability to prioritise work effectively in order to meet changing demands
* Effective analytical and problem solving skills
* Ability to prepare clear, accurate and concise reports
* Ability to travel as and when required to various sites across the business
* Computer literate with excellent working knowledge of Microsoft Office (including Word, Excel and Outlook)
* Have a flexible approach to work and ability to adapt to change
* Be self-motivated, proactive and able to use own initiative whilst working as part of a team

**Key Responsibilities:**

* Conduct internal auditing and associated tasks at the Four Ashes and Hillington Laboratory sites
* Implement the policies and procedures associated with controlled documentation
* Liaise with staff across all laboratory departments to provide support and advice in relation to the quality and technical aspects of test operations
* Provide support to the Quality and Technical Manager in maintaining UKAS accreditation to ISO 17025, ICAR ‘Certificate of Quality’ Certification or other types of accreditation/certification
* Provide support to the Quality and Technical Manager in extending the scope of ISO 17025 accreditation or other types of accreditation/certification when required
* Report technical and compliance issues to the Quality and Technical manager
* Deal with quality and technical queries received from internal stakeholders and external customers
* To carry out any other reasonable tasks which management deem appropriate from time to time

**Our Values**

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