**Job Description**

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| **Role** | |
| **Job Title:** | Research Laboratory Technician |
| **Division:** | AB Neo |
| **Department:** | Research and Development |
| **Location:** | AB Neo Fraga, Spain |
| **Role Type:**  Permanent, FTC etc | Permanent |
| **Team Structure:**  Reports to, Direct & Indirect Reports | Reports to the AB Neo R&D Manager, works alongside the AB Neo Spain QC team. No direct reports |

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| **Description** | |
| **Impact Statement:**  The contribution of the role to achieving the overall business objective. Span of impact.  Main purpose, focus of the role. | AB Neo Lab, operating in Fraga (Huesca) is a new established lab that will conduct R & D projects and analysis for AB Neo, a division of AB Agri Ltd.  The main role of a Research Laboratory Assistant is to perform routine laboratory analyses (NIR, wet chemistry (dry matter, crude protein) and in vitro digestion analysis), support R & D projects, sample preparation, collecting and logging samples into the laboratory management system, some office/clerical work, media/reagent preparation.  The role requires the ability to implement new analytical methodologies as required by the R+D projects. |
| **Feed Safety** | Understand the impact of processes and actions on Feed Safety.  Carry out tasks and procedures as trained. |
| **Key Responsibilities:**  The key objectives and accountabilities of the role. (5 to 10 areas) | * Routine laboratory analyses (NIR, wet chemistry and in vitro digestion analysis) in feed ingredients and diets * Preparation of buffers, solutions and reagents including use of equipment such as pH meters, fume cabinets, centrifuges, N analyser. * Sample preparation: Preparation and weighing out of various sample types for analysis, milling of feed samples using laboratory mills and other grinders, sending samples to external labs, * Data collection and calculation, e.g. N analyser results, in vitro digestion analysis * Preparation of laboratory reports * Assisting the R & D Manager with day-to-day administrative tasks (perform basic maintenance and calibration on analytical instrumentation, keep stock of reagents and lab materials, maintain lab health and safety, participate to written lab procedures and methods, and prepare lab’s budget) * Attendance of training (internal / external) and development of relevant knowledge and skills. * Will assist the AB Neo QC team as needed. * Maintain a clean and safe laboratory. * Participation in R&D projects |
| **KPI’s** | # of lab analyses per week  # accuracy of analysis and reporting  # of successfully completed assigned tasks, responsibilities, and personnel objectives with deliverables within agreed upon timeframes |
| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required etc | R&D Manager  R & D team  QC Lab at Fraga |
| **Scope**  Depth, Breadth of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility | This role needs to manage their own workload to meet the overall goals of the R+D Team. They also need to be able to provide cover and share workload particularly with the QC team at site.  The Research Laboratory Assistant will be required to handle basic laboratory analyses (NIR, wet chemistry) and in vitro digestion analysis. This position involves repetitive tasks. There is occasionally lifting of up to 5 kg.  Every role within AB Neo Lab will have continuous improvement and innovation responsibilities.  No budgetary responsibility within this role. |

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| **Person Specification** |  | **Essential / Desirable** |
| **Knowledge:**  formal qualifications genuinely necessary or any key areas of knowledge. | * Experience of N analysis (Dumas method) and in vitro digestion analysis and relevant laboratory equipment * Experience of working in a relevant scientific laboratory environment, to include handling and using a range of chemical agents, manual handling techniques and preparing solutions and buffers * Experience of training and practical experience in the operation checking and maintenance of a range of scientific equipment including pipettors, multi-pipettors, pH meters, laboratory mills, N analyzer * Qualified to a minimum Bachelor’s Degree in Science; Chemical or Biochemistry preferred or equivalent experience. * Be numerate, computer literate, accurate and demonstrate attention to detail. * Good written and spoken Spanish and English * Knowledge of the agricultural industry and/or feed industry | E  E  E  D  E  E  D |
| **Key Behaviours:**  Consider which of our values and behaviours are particularly relevant and also any role specific behaviours | * Deals promptly, effectively and courteously with requests for information or service * Able to interact appropriately with people at a variety of levels * Plans, prioritizes and organizes own work to meet organisational needs * Drives Performance – continually striving to improve and helping to promote a high performance culture. Prioritizes tasks effectively to ensure urgent work is completed and reported promptly, but also making sure other work is not “left behind.” * Build Pride and Passion – Maintaining a can-do attitude with a positive and cheerful attitude to work * Excellence at Speed – Open minded and enthusiastic when facing new challenges * Protect & Enhance our Reputation – Leads by example and ensures adherence to all company and legislative standards. * Work as a team – Thinks team before self, going beyond their role for someone else’s benefit and promotes idea generation finding solutions and not just the problem. |  |
| **Other factors:**  Travel, Shift Working, HGV Licence etc | Some travel in Europe may be necessary |  |
| **Date Agreed:** |  | |
| **Authorised by:** |  | |