

## Role Description & Person Profile

Role	
<b>Job title</b>	Laboratory Assistant
<b>Division</b>	AB Vista
<b>Department</b>	AB Vista Lab Service
<b>Location</b>	Plantation, FL and Ystrad Mynach, UK
<b>Team Structure</b> Reports to, direct reports, etc.	Reports to Lab Analyst Team Lead. No Direct Reports

Description	
<b>Impact Statement</b> The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role.	<p>AB Vista Lab Services, operating from laboratories in Ystrad Mynach, Wales and Plantation, USA is the global customer service laboratory for AB Vista, a division of AB Agri Ltd.</p> <p>The main role of a laboratory assistant is to support the professional lab staff in collecting and logging samples into the laboratory management system, preparing samples for analysis (for e.g. enzyme activities such as phytase and xylanase, ELISA, NIR, other biochemistry) and assisting scientists with running and reporting of these laboratory tests.</p>

<p><b>Role Objectives</b> The key responsibilities and key accountabilities of role. (5 to 10 areas)</p>	<ul style="list-style-type: none"> <li>• Light cleaning duties.</li> <li>• Receiving and logging in samples into LIMS.</li> <li>• Sample preparation: Preparation and weighing out of various sample types for analysis, especially milling of customer feed samples using laboratory mills and other grinders</li> <li>• Weighing out samples for use in various analyses.</li> <li>• Supply ordering.</li> <li>• Data collection and input, e.g. taking pH readings or spectrophotometer readings (UV-VIS and NIR instruments)</li> <li>• Assisting other staff with analysis</li> <li>• Assisting the Laboratory Manager with day-to-day administrative tasks, e.g. shipping and receiving.</li> <li>• Attendance of training (internal / external) and development of relevant knowledge and skills.</li> <li>• Participate in Company Health &amp; Safety initiatives</li> <li>• Participate in Company improvement initiatives such as <i>Great Place to Work</i></li> <li>• Checking and calibration of laboratory equipment e.g. pipettes and balances.</li> <li>• Will assist the laboratory management team and senior scientists as needed.</li> <li>• After a period of time in the post the role may also involve: <ul style="list-style-type: none"> <li>○ training and induction of others in basic laboratory duties.</li> <li>○ Qualification and occasional performing of ELISA and/or NIR analysis.</li> </ul> </li> </ul>
<p><b>Key Stakeholders</b> What are the challenges of the relationships, communication strategies required, etc</p>	<p>The laboratory assistant needs to have a flexible approach to teamwork; being able to work on their own, yet care about the broader team, providing cover and sharing workload, with excellent time management and interpersonal skills, be computer literate (Excel, Word, Powerpoint), organised, flexible, self-motivated.</p>
<p><b>Scope</b> Depth, breadth of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility.</p>	<p>The laboratory assistant will be responsible for the preparatory work for most analyses that are conducted at the labs. This position involves repetitive tasks. There is frequent lifting of up to 5 kg and occasionally will be required to lift up to 15 kg.</p> <p>Every role within AB Vista Lab Services will have continuous improvement/innovation responsibilities.</p> <p>No budgetary responsibility within this role.</p>

Person Profile		Essential or Desirable
Knowledge	<ul style="list-style-type: none"> <li>• Qualified to a minimum Associates (2-year) degree, or have equivalent work experience.</li> </ul>	<p>E</p> <p>E</p>

<p>Consider experience, any formal qualifications genuinely necessary or any key areas of knowledge.</p>	<ul style="list-style-type: none"> <li>• Possess excellent communication skills: verbal, written and listening</li> <li>• Be numerate, computer literate, accurate and demonstrate attention to detail</li> <li>• Ability to deal promptly, effectively and courteously with requests for information or service</li> <li>• Ability to interact appropriately with people at a variety of levels</li> <li>• Ability to plan, prioritize and organize own work</li> <li>• Experience of using laboratory equipment</li> <li>• 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</li> <li>• A willingness to undertake further training and development</li> <li>• Knowledge of the agricultural industry and/or feed enzyme industry</li> <li>• 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, spectrophotometers</li> <li>• Experience of any of the following: Enzyme assays, ELISA, understanding of the safe handling and disposal of hazardous chemicals</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p><b>Key Behaviours</b> Consider which of our Guiding Principles are particularly relevant and also any role specific behaviours.</p>	<ul style="list-style-type: none"> <li>• Drive 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.”</li> <li>• Build Pride and Passion – Maintaining a can-do attitude with a positive and cheerful attitude to work</li> <li>• Excellence at Speed – Open minded and enthusiastic when facing new challenges</li> <li>• Protect &amp; Enhance our Reputation – Leads by example and ensures adherence to all company and legislative standards.</li> <li>• Work as a team – Thinks team before self, going beyond their role for someone else’s benefit and</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

	promotes idea generation finding solutions and not just the problem.	
<b>Other Factors</b> Travel, shift working, HGV Licence, etc.	Occasional travel in country and possibly overseas.  Occasional Saturday working.	