



## **JOB DESCRIPTION: SHIFT LABORATORY ANALYST**

**MISSION STATEMENT** : Leading a change to a globally competitive market

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**REPORTING TO:** Head Analyst/DW Chemist/APS

### **PURPOSE OF THE JOB:**

The position performs work in assisting the Laboratory Analyst with collection and analysing of production samples and preparing it for analysis as a guide to producing quality sugar in line with standard operating procedure.

### **1.1 DIRECT REPORTS: PS (Refer job purpose above)**

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### **DUTIES AND RESPONSIBILITIES**

#### **LEADERSHIP**

- Understand and take ownership of FSC's Vision, Mission and Values and ensure all work performed is aligned to it.
- Immediately report any issues that may require corrective actions and require disciplinary action to Shift Chemist
- Ensure company assets and properties are protected at all times and immediately report any damage or abuse to Management.

#### **FINANCE**

- Comply to cost effective strategies at all times as directed by Management/Supervisors
- Minimize wastage of materials in order to assist in controlling department budget at all times.

#### **OPERATION**

- Effectively carry out daily analysis of sugar for Dextran, colour, filterability and Grist.
- Effectively carry out daily analysis of Liquor for Dextran.
- Safely conduct daily Analysis of IRJ for Dextran.
- Effectively carry out daily analysis of Fresh water (pH, Turbs, Al<sub>2</sub> and Cl<sub>2</sub>) subjected to availability of sample.
- Effectively carry out daily Analysis of cane juice - Starch and phosphate
- Prepare a B.O.D test once a week – B.O.D test, sugar phosphate and starch
- Safely conduct waste water pH and temp when the mill is running.
- Prepare a foul Juice analysis when mill is running – Brix,pH.
- Issuing of ration to Process house employees.
- Attend training courses, workshops and in- house training to upgrade skills and knowledge.
- Ensure to take full care of corporation equipments and assets at all times
- Be safety conscious and alert at all times
- Maintain good housekeeping standards and practices in all work area
- Perform other duties required by the supervisor

## **COMPLIANCE**

- Primary responsible and accountable for his own safety while at work
- Ensure he do not knowingly put their fellow workers at risk while at work
- Ensure compliance to operation procedures and safe work procedures.
- Ensure compliance Health and Safety and Environment legislative requirements
- Ensure compliance to responsibilities under OHS Management System manual
- Ensure compliance to all the Corporation's policies and procedures such as Time and Attendance, HR, Training, PPPM etc
- Comply with all Health and Safety requirements
- Ensure that all necessary PPE Equipments are worn at all times in the Laboratory and on all corporation worksites
- Ensure all work accidents and injuries are reported to the Supervisor immediately.
- Ensure adherence to Corporation's Values, Code of Conduct and Code of Business Conduct at all times.

### **3.0 JOB DIMENSIONS**

No. Of Staff Controlled: -

Budget Controlled- N/A

Financial Authority- No Authority

### **4.0 KEY REQUIREMENTS OF THE POSITION**

#### **Qualification**

- A minimum of a Certificate or Diploma in Laboratory Technology in the subject field required: industrial chemistry.
- Be analytical, team player, able to handle work pressure.
- Must be able to work with minimum supervision

#### **Experience**

- At least 2.-3 years of work experience in a similar environment with good knowledge about terminology relating to the types of samples and related methods used
- Safe work procedures including appropriate and safe manual handling, safe practices in accessing the sampling point, hazards associated with specific sampling requirements such as working with equipment under pressure, at high temperatures and storage of chemicals used.
- Must have undergone training in other areas of the factory operations.
- Must have sound knowledge of all aspects of mill operations

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#### **Skills, Knowledge and Competencies:**

- Is a team player who is able to work with cross section of staff.
- Self starter who should be able to work with minimum supervision
- Conversant with all aspects of mill operation
- Basic Working knowledge of laboratory works, instrument and equipment

## 5.0 KEY PERFORMANCE INDICATORS (To be reviewed)

KEY PERFORMANCE INDICATOR	Target	Overall KPI Weighting
1. Effective and efficient Sample collection and Analysis	100%	60%
2. OHSE Compliance	100%	30%
3. Budget Compliance	100%	10%

## 6.0 JOB ENVIRONMENT

- Pay Level (GE) – L6
- Workplace Location-Laboratory and Factory
- 44 hours per week
- 18 days annual leave as per FSGWU Agreement (or as per contract)
- Sick Leave as per FSGWU Agreement (or as per contract)

## 7.0 DOCUMENT APPROVAL

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(Insert Employee Name and No.)

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Signature

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Name of Mill HRO

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Signature

Date:.....