



## Job Description

**Job Title:** Trainee Laboratory and Ports Analyst  
**Grade:** F

**Business:** Openfield  
**Site:** HPL

**Reports To:** National Laboratories Manager

**Strategy:** 0%  
**Delivery:** 100%

**Main Job Purpose:** To analyse Combinable Crops in accordance with standard procedures and company standards in order to assist with the smooth operation of the HPL laboratory and relevant port facilities.

### Role accountabilities:

#### 1 Weighbridge

Operates the public weighbridge, including booking in vehicles, weighing lorries in and out and taking samples which are representative of the load.

#### 2 Testing

Carries out analytical tests and visual assessments of samples of cereals, pulses and oilseeds.

#### 3 Reporting

Records and reports data as required.

#### 4 Export Facilities

To assist the Laboratory and Ports Analysts to test intake samples at company export facilities when required.

#### 5 Laboratory

Performs general laboratory duties, including cleaning, sample storage, etc.

#### 6 Company Systems

Ensures accurate and timely information entered into all company systems relevant to the role and used in accordance with the policies and guidelines issued. Responsible for accurate and timely maintenance of company data.

#### 7 Learning and Development

Pro-actively uses ClearReview and drives own pro-active approach to learning, development and continuous improvement in role and supports the company by sharing knowledge and learnings.

## 8 Culture

Promotes and behaves at all times in accordance with our ICARE Values (below), team objectives and business objectives both internally and externally. Respect for others, positivity, integrity and accountability are key.

### Values and Behaviours

#### Integrity

- We act with **integrity** and always treat our members, customers and colleagues with **respect**. We do what is right, not just what is easy.

#### Challenging

- We are **passionate** about what we do and **work together** to improve things, which sometimes means challenging each other in an appropriate way.

#### Accountable

- We use our **initiative**, do what we say we will do and take **responsibility** for our actions.

#### Responsive

- We are **service driven** and build relationships based on trust. We work **proactively** together to deliver quality and **excellence** in all we do.

#### Engaged

- We are **enthusiastic** about our work and understand the **value** of our contribution. We always think and behave in a **positive** way.

Created By: Simon Briscoe

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