

Name:

Department (and Section where appropriate): Chemistry & Biochemistry Department:
Biochemistry Section

Grade: G1

Job Title: Technician

Immediate Line Manager (Job Title): Laboratory Supervisor

Job Purpose

To provide laboratory and desk based technical support to the business activity of the Biochemistry Section. To ensure that all procedures and policies of Campden BRI are followed.

Main Duties (including % of time spent)

- Carry out practical laboratory work using routine and non-routine methods within agreed timeframes (65%)
- Produce accurate laboratory records, calculate results, complete QC records, collate data for inclusion in reports and publications (10%)
- Service and check calibration of equipment in the Biochemistry Section (5%)
- Receipt of samples and logging into LIMS database, supporting the Section sample receipt steward (5%).
- General laboratory cleaning, maintenance and ensuring a safe working environment (10%)
- Gather technical information as directed (5%)
- To provide technical support within other Departmental activities if required.

Knowledge, Skills & Experience

- Good A levels (or equivalent) in 2 science subjects such as Biology, Chemistry, Physics and Mathematics.
- Some experience of a laboratory environment with respect to safety, general conduct and a general knowledge of the concepts underlying the work being performed.
- Computer literate – working knowledge of WORD, EXCEL PowerPoint.
- Training in use of specific laboratory equipment and methods of analysis to be provided.
- Ability to work and record information reliably, clearly and accurately and to deliver agreed volume of work within specified timeframes.
- Ability to learn from instruction and apply learning's.

KEY TASKS & RESPONSIBILITIES

1. Communications

- Daily communication (verbal, e-mail, phone) with colleagues in the laboratory to receive instructions, exchange information and report outcomes of work to line manager.
- Phone and e-mail contact with clients and external service providers to take messages.
- Small group discussion meetings e.g. Section meetings and project meetings
- Written records in laboratory notebooks and recording sheets.
- Written summaries of information from literature or practical studies for incorporation into research reports or publications
- Document improvement forms for methods, procedures and work instructions.

2. Analytical Skills & Creativity

- Very frequently a daily deadline for completing routine analysis, calculating results completing laboratory notebook and write up. Requires good analytical, problem solving and time-keeping skills.
- Analytical tasks require periods of uninterrupted concentration.
- Overcome daily issues with minimal supervision using problem solving
- Suggestion of solutions to line manager encouraged in the event of unexpected situations/results, or for improvement of methods and procedures.
- Occasional non-routine or infrequent methods of analysis.

3. Management of Activities

- Manage and prioritise own work that is allocated (routine methods and laboratory maintenance) to complete within defined deadlines.
- For non-routine methods, work closely with line manager or supervisor.
- Initiate and produce Method and Working instruction amendments as appropriate.
- Contribute to on-going improvement and efficiency of activities within the Section.

4. Management of People

- No direct or indirect reporting staff.
Principal Scientist – Scientist - JOB HOLDER

5. Management of Finance & Resources

- Responsible for correct use of items of capital laboratory equipment and efficient use of consumables.
- Responsible for logging the use of kits, chemicals and laboratory consumables so that appropriate stock levels can be maintained.

6. Autonomy & Accountability

- Work allocated by line manager.
- Accountable for own work with an awareness of the implications of errors on the business
- Minimal supervision required for routine methods
- Close supervision for non-routine or infrequent methods
- Work within company standards as per the Business Management System.

7. Working Environment

- Work primarily in laboratories and molecular biology facility. Some short periods at frozen temperatures (sample storage/disposal).
- Work involves handling some hazardous chemicals and equipment. Risks to be understood and PPE provided to be used effectively.

8. Other designated job roles (Please tick those applicable)

Quality Co-ordinator
 Safety Co-ordinator
 First Aider
 First Aid Leader
 Fire Officer
 Fire Leader
 Software Co-ordinator
 Trained internal Auditor
 Equipment Officer
 Departmental Archivist
 Hygiene Manager
 Process Hall Manager
 Event Director
 Risk Assessor
 Biological Safety Officer
 Safety Representative
 Safety Committee Member
 Sample Receipt Steward
 Authorised Driver (in line with Car Policy)

DSE User No**Manual Handler No****Signed & Dated**

Job Holder Date

Line Manager Date