

Name:

Department (and Section where appropriate): Microbiology (Heat Resistance & Decontamination)

Grade: G1

Job Title: Laboratory Technician

Immediate Line Manager (Job Title): HRAD Laboratory Contracts Manager

Job Purpose

- To provide laboratory based technical support to the business activities of the Heat resistance & decontamination section of the Microbiology Department.
- To ensure that all procedures and policies of Campden BRI are followed accurately.
- To act as technician and perform laboratory experiments to agreed protocols and deadlines
- To accurately record and collate data and produce appropriate spreadsheets and graphs
- Working within ISO standards to maintain records and proficiencies accordingly, maintain high levels of cleanliness within the laboratories

Main Duties (including % of time spent)

- To carry out practical work to agreed protocols and procedures within agreed time frames (80%)
- Ensure laboratory records are accurately maintained including where required equipment logs, safety records and experimental results including spreadsheets for reports (10%)
- Ensuring the smooth running of the laboratory through assisting with hygiene maintenance and media stock control within the laboratories (5%)
- Working within ISO standards to maintain records and proficiencies accordingly (5%)

Knowledge, Skills & Experience

- Ideally qualified in biological sciences to GCSE level or A level
- Work accurately within specified time frames
- Computer literate
- Functional knowledge of English language
- Enthusiastic, proactive team player

KEY TASKS & RESPONSIBILITIES

1. Communications

- Communicate effectively daily with internal colleagues verbally, via email and in writing

2. Analytical Skills & Creativity

- Overcome minor daily issues with minimal supervision using problem solving
- Seek advice from senior staff on more complex issues.

3. Management of Activities

- Work to standard methods and bespoke methods

4. Management of People

N/A

5. Management of Finance & Resources

- Responsible for the correct use of capital equipment and efficient use of consumables

6. Autonomy & Accountability

- Accountable for own work and realise the implications of errors on the business
- Requires Minimal supervision whilst working to agreed protocols

7. Working Environment

- They will be provided with personal safety equipment and must use this correctly on a daily basis.

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

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date