

Name:

Department (and Section where appropriate): Microbiology, Microbiology Analytical Services (MAS)

Grade: G1

Job Title: Laboratory Technician

Immediate Line Manager (Job Title): MAS Laboratory Manager

Job Purpose To perform microbiological procedures on samples received into the MAS group, working within the quality systems of the group.

Main Duties (including % of time spent)

MAS

- Microbiological testing of samples (95%)
- Sample Receipt Steward (5%)
- Supervise non-MAS staff at weekends
- Perform confirmation tests where appropriate
- Demonstrate in audit situations

CPU

- Help in the Central Preparation Unit (*when requested*)

Both areas

- Main laboratory facilities and equipment as detailed in the BMS, including performing housekeeping duties in both the CPU and MAS areas
- Follow procedures detailed in the BMS
- Calibration technician
- Record and keep accurate records of work done and all appropriate laboratory information and results using the appropriate forms.
- Other reasonable duties required by CPU Supervisor, and MAS Laboratory or Group Manager

Knowledge, Skills & Experience

- 1 – 2 A 'levels in a scientific subject (or equivalent)
- Work accurately within specified time frames
- Computer literate
- Enthusiastic, proactive, team player

KEY TASKS & RESPONSIBILITIES

1. Communications

- Communicates daily with internal colleagues verbally and email
- Laboratory practical work demonstrations to auditors and visiting clients

2. Analytical Skills & Creativity

- Microbiological testing of samples
- Seek advice from senior staff on problem issues as they arise in a timely manner.

3. Management of Activities

- Conducts both standard and bespoke methods

4. Management of People

Not applicable.

MAS Group Manager – MAS Laboratory Manager – MAS Supervisor – **Job Holder**

<p>5. Management of Finance & Resources</p> <ul style="list-style-type: none"> • To minimise the wastage of Financial resources • Responsible for the efficient use of consumables and capital expense equipment
<p>6. Autonomy & Accountability</p> <ul style="list-style-type: none"> • Accountable for own practical work • Accountable for own record keeping
<p>7. Working Environment</p> <ul style="list-style-type: none"> • Works with in ACDP biohazard category 2 laboratory with human pathogens. • May come into contact with and work with substances under risk assessment and must understand the risks involved and take appropriate safety precautions to protect the individual and colleagues. • They are provided with personal safety equipment and must use this correctly on a daily basis.
<p>8. Other designated job roles (Please tick those applicable)</p> <p>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) ✓</p>

DSE User

Manual Handler ✓

Signed & Dated

Job Holder Date

Line Manager Date