

**Name:**

**Department (and Section where appropriate): Brewing Services (Microbiology)**

**Grade: G2**

**Job Title: Microbiologist**

**Immediate Line Manager (Job Title): Section Leader Microbiology**

**Job Purpose**

To undertake microbiological project work, report results internally and externally, support microbiological activities and, when required, lead projects. The prime focus is within the Microbiology & Assessments section, but there may be a requirement to perform tasks in other sections within the department.

**Main Duties (including % of time spent)**

- Carry out microbiology project and analyses work (65%)
- Reporting of results internally/externally (5%)
- Media and equipment preparation (20%)
- Maintain cleanliness of the Microbiology laboratory and other housekeeping activities (10%)
- Other duties within the department as required

**Knowledge, Skills & Experience**

- Degree or equivalent in microbiology or similar or relevant laboratory experience
- Experienced in basic microbiology techniques
- Ability to work within a team with minimal supervision and accurately follow SOPs/instructions
- Flexibility to undertake a number of tasks, able to prioritise and deliver results within given timeframe
- Accurate record keeping and reporting
- Good written and verbal communication skills

**KEY TASKS & RESPONSIBILITIES**

**1. Communications**

- Daily communication with colleagues/line manager to give and receive instructions and exchange information
- Maintaining written logs and records within the laboratory shared with colleagues
- Raising technical concerns/issues with colleagues/line manager
- Writing/sending reports

**2. Analytical Skills & Creativity**

- Overcome daily issues with minimal supervision
- Adherence to timescales
- Work accurately

**3. Management of Activities**

- Coordination of own workload to comply with defined deadlines
- To work with minimal input from senior staff
- Contribute to ongoing improvement and efficiency activities
- Responsible for ensuring that all work areas are kept clean and tidy

**4. Management of People**

- Head of Department - Section Manager – **JOB HOLDER.**
- Not applicable.

**5. Management of Finance & Resources**

- Minimise resources wastage
- Responsible for correct use of capital equipment
- Responsibility for ordering reagents/consumables ensuring fitness for purpose and cost-effectiveness

**6. Autonomy & Accountability**

- Accountable for own work with an awareness of the implications of errors on the business
- Manage time effectively
- Consult with LM as required especially when performing non-routine work
- Work within company standards as specified by the Business Management System

**7. Working Environment**

- Mostly Laboratory based
- Daily interaction with chemicals
- Adherence to risk assessments and use of protective equipment where required
- Primarily based at the Nutfield site in Surrey, however there may be a requirement to travel to our other sites in the UK.

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

Technical Panel Secretary  
 Quality Co-ordinator  
 Safety Co-ordinator  
 First Aider  
 First Aid Leader  
 Fire Officer  
 Fire Leader  
 Out of Hours Service  
 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 .....