

**Name:**

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

**Grade:** G2

**Job Title:** Microbiological Technician

**Immediate Line Manager (Job Title):** Project Manager

**Job Purpose.**

To provide technical support to the areas of heat resistance determination, antimicrobial process validation (challenge testing), disinfectant efficacy testing, hygiene testing and general industrial process microbiology research. To maintain laboratory documentation and records to allow full traceability of sample receipt, quality of media used, suitability of equipment for the tests, accurate recording of results and methodology applied. To carry out scheduled calibration check and laboratory monitoring to achieve compliance with the requirements of the quality system. To conduct work in a safe manner, applying relevant training and risk assessments, as directed by your line manager.

To support the Section Lead in promoting a positive culture across the business in which the core values are embedded and exhibited in all we do.

This is a fully trained Microbiology Technician role. Candidates would be fully trained in microbiological techniques or have suitable degree level qualifications that all practical techniques could be learnt during the probation period. Levels of responsibility will increase this role and may involve contributing to reports and proposals and answering client enquiries.

Levels of responsibility and accountability for key tasks are documented in the Appendix

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

- Practical work on research and contract studies including sample receipt, sample analysis, plate counting, results calculation (75% of time)
- Calibration and monitoring tasks (5%)
- Housekeeping tasks required in accordance with the quality system (5%)
- Contribution to client facing tasks such as answering enquiries, sending interim reports and contributing to proposals (as directed/required in accordance with objectives)

**Knowledge, Skills & Experience**

- Keen interest in scientific subjects, typically demonstrated by relevant degree or equivalent qualifications or A-levels plus laboratory experience
- Experience in working within the requirements of recognised quality systems e.g. UKAS. ISO9000
- Experience in working with spoilage organisms e.g. *Pseudomonas*, yeasts and moulds, lactic acid bacteria including knowledge media, incubation times and temperature requirements
- Experience in working with food borne pathogens e.g. Salmonella, Listeria, including knowledge of cell morphology, media, incubation times and temperature requirements
- Experience in calculating concentrations and dilutions required to prepare chemical solutions and microbial suspensions of specified cell count.
- Competent in the use of Excel and Word

**KEY TASKS & RESPONSIBILITIES**

**1. Communications**

The job holder **must** be able to:

- understand and explain technical aspects of the work to colleagues
- maintain laboratory documents e.g. completion of results books
- keep accurate work records, sample receipt records, calibration records
- to liaise with members of other teams across the business
- to liaise with clients if instructed to
- deliver laboratory practical work demonstrations to auditors and visiting clients.

**2. Analytical Skills & Creativity**

The job holder should have the ability to learn how to:

- analyse laboratory results and determine what dilutions to assess on subsequent sample analysis times
- decide on appropriate phasing of sample analysis to ensure all tasks are completed within the working day and that results will be available on time after the specific incubation periods
- analyse raw laboratory data to give correct calculated results
- set out the results in a logical manner which makes easy to achieve data traceability
- escalate any issues to Project manager / Section lead in a timely manner

**3. Management of Activities**

- Organise and execute daily tasks as instructed by microbiologist/project manager
- Organise project activities in the laboratory workbook
- Maintain stock of relevant media and consumables in the laboratory
- Maintain accurate and complete records for laboratory work performed and UKAS systems

**4. Management of People**

- No direct reports
- Reporting structure Head of Microbiology → Section Lead → Project manager → JOB HOLDER

**5. Management of Finance & Resources**

- Must ensure efficient use of media, materials and consumables to keep section direct costs as low as possible
- Must show an awareness of fee earning and non-fee earning tasks and ensure as much time as possible is spent on fee earning projects

**6. Autonomy & Accountability**

- Accountable for own practical work
- Accountable for own record keeping
- Accountable for own correct use of PPE

**7. Working Environment**

- 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.
- Provided with personal safety equipment and must use this correctly on a daily basis.
- Willingness to work in dedicated botulinum laboratory and in the CL3 containment laboratory if required (after relevant training)

**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 .....

Appendix : Job Holders responsibilities indicated below

R= Responsible/implementation

A= Accountable/Decision Maker

C= Consulted/Agreement/Inputs

I= Informed

Role	Section Lead G4	Projects Manager G3	Microbiologist/ Virologist G2	Technician G2	Trainee Technician G1
Strategy/Business Leadership	C	C	I	I	I
Finance/Budget Ownership	C	I	I	I	I
Senior Team Representation	C				
Team Management	R,C	R			
Lab Supervision	A	R	R		
Business Development	R,C	C			
Project Sign Off	R	C	C		
Complex Project Management	R	C	C		
Client Contact	R	C			
Facilities Management (H&S/Quality)	R	R, C, I	R, C, I	R,C, I	R,C,I
Inter-unit collaboration	R, C	R, C	R,I	R,I	R,I
MFR	A,R	R	C	I	
Internal Training	A, R	R	C	I	
External Presentations	A, R	R	C	I	
Implementation of Project	A,R	R,C	C, I	I	
Ownership of costing	A,R	C			
Management of Lab Process & Results	A	R	R	I	
Daily Problem Solving	A	R	C	I	
Interpret results	A	R	C	I	
Gather results		A	R	R	R
Daily laboratory tasks	A	C	R	R	R
Housekeeping	A	R	R	R	R
Health & Safety	R	R	R	R	R
Quality	R	R	R	R	C,I
Escalation of issues	R	R	R	R	I