

Name:**Department (and Section where appropriate):** Brewing Microbiology (Nutfield Micro)**Grade:** G1**Job Title:** Microbiology Technician**Immediate Line Manager (Job Title):** Dr Greg Rachon**Job Purpose**

To undertake media preparation and lab waste decontamination activities, to maintain the laboratory in a clean and tidy condition, to carry out microbiological project work, and to report results internally to senior microbiological staff. To maintain laboratory documentation and records to allow full traceability of sample receipt, quality of media used, suitability of equipment for the tests and accurate recording of results. To carry out scheduled calibration checks and laboratory monitoring tasks to achieve compliance with the requirements of the quality system.

Main Duties (including % of time spent)

- Media and equipment preparation (25%)
- Maintain cleanliness of the Microbiology laboratory and other housekeeping activities (15%)
- Practical work on research and contract studies including sample receipt, sample analysis, plate counting, results calculation (60% of time)
- Other duties within the department as required

Knowledge, Skills & Experience

- Keen interest in scientific subjects as shown by relevant A levels or degree or equivalent
- Ability to work within a team with minimal supervision and accurately follow instructions/SOPs
- Flexibility to undertake a number of tasks and able to prioritise
- Accurate record keeping and reporting
- Good written and verbal communication skills
- Good organisational skills
- 'Can do' attitude

KEY TASKS & RESPONSIBILITIES**1. Communications**

- Daily communication with line manager and colleagues to give and receive instructions and exchange information
- Maintain logs and records within the laboratory in accordance with documented quality system
- Raising technical concerns/issues with colleagues/line manager

2. Analytical Skills & Creativity

- Time management and adherence to timescales
- Problem solving skills to troubleshoot issues with equipment and methods
- Planning skills for short term projects

3. Management of Activities

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

4. Management of People

Reporting structure JOB HOLDER – Brewing Microbiology Senior Manager

5. Management of Finance & Resources

- Minimise resources wastage
- Manage time effectively
- Responsible for correct use of capital equipment
- Responsibility for ordering reagents/consumables ensuring fitness for purpose

6. Autonomy & Accountability

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

7. Working Environment

- Mostly microbiology laboratory and associated facilities
- Adherence to risk assessments and use of protective equipment where required
- Based at the Nutfield Site,

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

Designated Driver

DSE User Yes

Manual Handler Yes

Signed & Dated

Job Holder Date

Line Manager Date