

Name:**Department (and Section where appropriate): Microbiology (Heat Resistance & Decontamination)****Grade: G1****Job Title: Microbiology Technician****Immediate Line Manager (Job Title): Matt Bennington (Coordinator of Disinfectant Testing)****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.

Main Duties (including % of time spent)

- To carry out practical work to agreed protocols and procedures within agreed time frames – the role will involve supporting all areas of the groups testing activities, with a focus on UKAS-accredited disinfectant testing and hygiene testing areas (80%)
- Ensure laboratory records are accurately maintained including where required equipment logs, safety records and experimental results including spreadsheets for reports (5%)
- 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%)
- Assist with the calibration checks of laboratory equipment (5%)

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
- Must be able to drive

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

- 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 and UKAS standards to maintain records and proficiencies accordingly, maintain high levels of cleanliness within the laboratories
- Overcome minor daily issues with minimal supervision using problem solving
- Seek advice from senior staff on more complex issues.

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
- Be capable of working with minimal input from senior staff following training

4. Management of People

Reporting structure JOB HOLDER – COORDINATOR OF DISINFECTANT TESTING – GROUP MANAGER

5. Management of Finance & Resources

- Minimise resources wastage
- Manage time effectively
- Responsible for correct use of capital equipment
- Responsibility for restocking reagents/consumables

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
- Based at the Chipping Campden site.
- Once trained will occasionally be required to take part in site visits to factories (as part of a team) both in the UK and abroad.
- Adherence to risk assessments and use of protective equipment where required

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 Yes**DSE User** Yes**Manual Handler** Yes**Signed & Dated**

Job Holder

Date

Line Manager

Date