

Name:

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

Grade: G2

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, including PCR and DNA based methods (60%)
- Sample Receipt Steward (<5%)
- Supervise non MAS staff at the weekend
- Collect samples off site (when required)
- Demonstrate in audit situations (when required)
- Work in CL3 Laboratory (*as required*).
- Perform confirmations when appropriate (10%).
- Lims administration (30%)

CPU

- To help in CPU (when required)

Both areas

- Administration support to Lab and Group Manager (*as requested*)
- 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)
- Experience working in a microbiology laboratory for 2+ years
- Knowledge of microbiological techniques relating to work carried out in the section.
- Work accurately within specified time frames
- Computer literate

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**

5. Management of Finance & Resources

- To minimise the wastage of Financial resources
- Responsible for the efficient use of consumables and capital expense equipment

6. Autonomy & Accountability

- Accountable for own practical work
- Accountable for own record keeping

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.
- They are provided with personal safety equipment and must use this correctly on a daily basis.

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