

• **Name:**

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

**Grade: G2**

**Job Title: Virology Laboratory Technician**

**Immediate Line Manager (Job Title): Food Virologist – Virology Group manager**

**Job Purpose**

Day-to-day maintenance of the virology laboratory including management and delivery of practical work performed in the laboratory.

Assistance in matters related to Quality and Accreditation in the Virology Group and the wider microbiology department if required.

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

- To perform all aspects of practical work related to virology and cell cultures (commercial analysis, R&D, client work etc. (50%)
- Day-to-day maintenance of Virology Laboratory and Cell Culture Facility (15%)
- To interact with clients in order to design and execute confidential work (15%)
- To assist in all aspects related to Quality and UKAS accreditation within the Virology Group. (10%)
- Developing and maintaining good relationships with industry and other researchers (5%)
- To assist in development and maintenance of business plans and the overall budget of the area (5%)

**Knowledge, Skills & Experience**

- MSc in Food Science/Virology or equivalent with 1-year minimum practical experience
- Experience in ISO accredited virus detection methodology and virology cell culture techniques, including real-time PCR detection techniques.
- Familiarity with work under ISO17025 accredited laboratories, including managing ISO accreditation processes, familiarity with BRC and ISO standards related to foodborne viruses, method validation and disinfectant testing.
- Effectively manage cost-effective delivery of technical services/research outputs
- Competence in data analysis and interpretation, communication of results
- High level of presentation skills in different settings (internal meetings with clients and external conferences) with the purpose of delivering scientific/technical research-based information to non-technical staff.
- MS Office literate.

**KEY TASKS & RESPONSIBILITIES**

**1. Communications**

- Ability to draft reports for client work
- Pro-actively seeks new business opportunities at networking events
- Ability to present work at conferences or meetings
- Perform practical training for courses or client visits
- Communicates effectively daily with internal colleagues verbally, face-to-face and via email
- To be able to liaise with other members of the microbiology department when required
- Deliver laboratory practical work demonstrations to auditors and visiting clients
- Preparation and presentation of data in reports and spreadsheets.
- Provide training to colleagues on virology techniques

**2. Analytical Skills & Creativity**

- Virology / Microbiological laboratory techniques
- Interpretation and analysis of real time PCR results
- Use of microscope
- Maintenance and upkeep of cell culture facilities including cell lines and virus stocks
- Meeting strict deadlines
- Producing reports to detail and summarise data findings.
- Troubleshooting and problem solving routine and non-routine issues of increasing complexity, seeking advice from senior staff as required

**3. Management of Activities**

<ul style="list-style-type: none"> <li>• Conduct client project work in a timely manner</li> <li>• Planning and coordination of client project work including ordering of required media stocks, consumables and reagents</li> <li>• Environmental monitoring of virology laboratory</li> <li>• Conducts both standard and bespoke methods</li> <li>• Maintains accurate records for laboratory work performed and UKAS systems</li> </ul>
<p><b>4. Management of People</b></p> <ul style="list-style-type: none"> <li>• Not applicable.</li> <li>• Microbiology HOD - Group Manager – <b>Job Holder</b></li> </ul>
<p><b>5. Management of Finance &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• To minimise the wastage of Financial resources</li> <li>• Responsible for the efficient use of consumables and capital expense equipment</li> <li>• Responsible for ordering / maintaining stocks of consumables / reagents in the most cost-effective manner</li> <li>• Responsible for calibration of equipment and participation in external servicing of equipment</li> </ul>
<p><b>6. Autonomy &amp; Accountability</b></p> <ul style="list-style-type: none"> <li>• Accountable for own practical work</li> <li>• Accountable for own record keeping</li> <li>• Calculation and recording of results</li> <li>• Makes decisions on daily work, routine and non-routine or more complex issues within own remit</li> <li>• Works with minimal supervision</li> </ul>
<p><b>7. Working Environment</b></p> <ul style="list-style-type: none"> <li>• Works within ACDP biohazard category 2* laboratory with human pathogens / viruses</li> <li>• Will 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.</li> <li>• They are provided with personal safety equipment and must use this correctly on a daily basis.</li> <li>• Planning work related to research activities outside the normal remit</li> </ul>
<p><b>8. Other designated job roles</b> (Please tick those applicable)</p> <p>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) X</p>

**DSE User**

YES

**Manual Handler**

**Signed & Dated**

Job Holder		Date	
Line Manager		Date	