

Job Description

Job Title:	Laboratory Support Technician-Microbiology
Department:	Learning & Information Services
Grade:	D
Responsible to:	Senior Technician
Responsible for:	No supervisory responsibilities
Job Purpose:	
To provide technical support for students and staff in laboratory facilities.	
Main Duties and Responsibilities:	
1. To provide technical support for a range of laboratory facilities, helping to ensure effective and efficient use of resources in designated areas.	
2. To prepare, set out, clear away, and clean equipment and laboratory resources including chemicals, media, solutions, reagents and apparatus.	
3. To provide help, support, guidance and advice to staff and/or students on the use of specific laboratory equipment.	
4. To assist with maintenance and development of equipment and facilities, including coordination of gas and lab supplies, carrying out routine checks and ensuring they are maintained in a safe, clean, secure and tidy condition, reporting any faults or issues to the relevant technician.	
5. To undertake installations, maintenance and re/configuration of equipment and/or relevant software.	
6. To undertake stock checks, inventory management and ordering of supplies and consumables in line with University procedures highlighting any issues to the relevant technician.	
7. To assist with Health and Safety activities for designated facilities as required including risk assessments and waste disposal processes.	
8. To assist staff and students undertaking research, exhibitions and Knowledge Transfer/income generating activities.	
9. To work on specific technical projects as the business requires.	
10. To demonstrate and provide a consistently high level of customer service to staff and students.	
11. To demonstrate flexibility and commitment to the University and LIS mission statements, policies and development plans.	
12. Staff may be required, from time to time and on an ad hoc basis, to work additional hours and/or hours outside of their normal working pattern to meet the needs of the business.	
13. To carry out other such duties as may reasonably be associated with the grade and a role of this nature	

Person Specification

Job Title:	Laboratory Support Technician-Microbiology	
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Attributes	Essential	Desirable
Work Experience	Recent experience of working in microbiological Science laboratory environments.	Experience of working in a Further or Higher Education environment. Experience in a customer facing technical support role.
Education/Qualifications	Educated to A'level in Science subject or equivalent experiential learning in a related discipline.	Relevant Health & Safety qualifications.
Skills/Abilities	<p>Good practical skills in Scientific laboratory techniques relating to microbiology including aseptic techniques, plate pouring etc.</p> <p>Good customer service and communication skills both written and verbal</p> <p>Participate and work effectively as a member of a team</p> <p>Ability to work with initiative and independently and to work co-operatively within a diverse team.</p> <p>Understanding of Health & Safety procedures with respect to the work environment. Ability to work safely at all times.</p> <p>Demonstrable IT literacy and knowledge/experience of relevant software and support.</p> <p>Ability to plan, prioritise and organise own workload</p> <p>Ability to liaise effectively with customers and colleagues</p> <p>Ability to provide manual handling to varying weights and sizes</p>	<p>Ability to adapt to changing work environment and new technologies.</p> <p>Competence in the use of equipment and instrumentation associated with Scientific laboratories.</p>

<p>Personal Details</p>	<p>Awareness and understanding of confidentiality</p> <p>Attention to detail and concern for quality of work of team and self.</p> <p>Commitment to personal and professional development</p> <p>Demonstrate a flexible approach to work and working hours</p> <p>An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.</p>	
<p>Signature:</p>		
<p>Date:</p>		