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| **Post Details** | | **Last Updated:** 08/07/2016 | | | |
| **Faculty/Administrative/Service Department** | Faculty of Health & Medical Sciences (FHMS) | | | | |
| **Job Title** | Laboratory Technician (Autoclave) | | | | |
| **Job Family** | Technical & Experimental | | **Job Level** | 2b | |
| **Responsible to** | Research Laboratory Manager | | | | |
| **Responsible for (Staff)** | 2a | | | | |
| **Job Purpose Statement**  To manage collection of biological hazardous waste from research and teaching laboratories and operation of waste processing autoclaves. To provide glass washing and laundry service for research and teaching within the Faculty of Health & Medical Sciences laboratories. | | | | | |
| **Key Responsibilities** This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) | | | | | |
| Ensuring continuity of service by managing the operation of the Faculty’s biological waste autoclaves in low-risk laboratories (ACDP hazard group 1-2). Working with autoclaves, glass washers, disinfectants and laundry equipment.Overseeing collection of biological waste from research and teaching laboratories. Overseeing the correct processing and disposal of waste materials gathered.Ensuring that autoclaves and related equipment across the faculty are maintained, serviced and repaired in order that equipment performance standards are met. This will involve liaising with the laboratory managers, Estates and Facilities and external service providers.Working with the Faculty Safety Team to standardise procedures related to the collection and disposal of biological waste and the correct use of associated equipment (autoclaves).Washing and sterilising of glassware and plastics using automated laboratory glass washing machine and autoclaves. Drying and storage of these items within the faculty and monitoring quality and cleanliness of glassware.Laundering of laboratory coats using automated washing machines and tumble dryers. Organising the storage of these coats and the provision of laboratory coats for visitors and course attendees.Maintaining stocks of glassware and selected consumables and the provision of active disinfectants for distribution to teaching and research laboratories.  1. Monitoring the use of the biological waste streams from designated labs and liaising with the Health & Safety Team to ensure these are working correctly.   N.B. The above list is not exhaustive. | | | | | |
| All staff are expected to:  * Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. * Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. * Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. * Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. * Undertake such other duties within the scope of the post as may be requested by your Manager. * Work supportively with colleagues, operating in a collegiate manner at all times.   **Help maintain a safe working environment by:**   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. * Following local codes of safe working practices and the University of Surrey Health and Safety Policy. | | | | | |
| **Elements of the Role**  This section outlines some of the key elements of the role, which allow this role to be evaluated within the University’s structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role. | | | | | |
| **Problem Solving and Decision Making**   * The post holder will be required to exercise independence in the arrangement of immediate work priorities, in order to react to changing priorities. * The post holder is expected to take a pro-active approach and should seek to identify any problem areas and suggest improvements or developments to current working practices to the Laboratory Managers, in order to ensure the efficient operation of the laboratory * The appropriate course of action(s) will be a matter of choice, influenced by prior exposure or experience. It is expected that more complex problems, will be referred to the Technical Services Manager in order to gain further advice or support. | | | | | |
| **Continuous Improvement**   * The post holder is expected to recognise where improvements to best practice could be made, and play an active role in implementing them. | | | | | |
| **Accountability**   * The post holder will work within well-established processes and procedures, dealing with laboratory issues of a fairly routine nature, as set out by the Technical Services Manager. | | | | | |
| **Dimensions of the role**   * The post impacts across the teaching and research laboratories in terms of its provision of service and its contribution to the student and staff experience. | | | | | |
| **Supplementary Information** | | | | | |
| **Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. | | | | | |
| **Qualifications and Professional Memberships** | | | | |  |
| Vocational qualifications, plus some relevant work experience  Or  Learning gained through work experience of several years | | | | | E |
| **Technical Competencies (Experience and Knowledge)** | | | | **Essential/ Desirable** | **Level**  **1-3** |
| Experience in a similar role | | | | E | 2 |
| An understanding of other Health & Safety requirements and procedures | | | | E | 2 |
| Understanding of relevant legislations and quality standards | | | | E | 1 |
| Familiarity with Microsoft packages | | | | D | 1 |
| Manual handling experience | | | | E | 2 |
| **Special Requirements:** | | | | **Essential/ Desirable** |  |
| Able to undertake a range of manual handling tasks on a daily basis, and be capable of lifting loads of up to 12.5kg – this is a physical job. | | | | | E |
| **Core Competencies** | | | | | **Level**  **1-3** |
| Communication  Adaptability / Flexibility  Customer/Client service and support  Planning and Organising  Team Work  Continuous Improvement  Problem Solving and Decision Making Skills  Managing and Developing Performance  Creative and Analytical Thinking  Influencing, Persuasion and Negotiation Skills  Strategic Thinking & Leadership | | | | | 2  1  2  2  2  1  1  n/a  n/a  n/a  n/a |
| This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.  Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose. | | | | |  |
| **Organisational/Departmental Information & Key Relationships** | | | | | |
| Background Information  The technical support team within the Faculty of Health and Medical Sciences provides support to the three Schools (Biosciences and Medicine; Veterinary Sciences; and Health Sciences). | | | | | |
| Department Structure Chart | | | | | |
| Relationships **Internal**   * The post holder will have regular contact with technical and research staff in the Faculty. * The post holder will be required to liaise with other departments of the University as necessary (such as Estates & Facilities Management) to arrange repairs and order consumables. * They will have regular contact with Estates and Facilities to report faults and oversee contractors work within the laboratory areas including disposal of hazardous waste and surplus equipment. * The post-holder will work with staff from the University Safety Office and the Faculty Safety Advisor in their role to ensure they stay up to date with the Health & Safety requirements of the role.   **External**   * Liaising with external service suppliers for the routine maintenance and repair of Autoclave-related equipment. | | | | | |
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