

Post Details		Last Updated: 12/02/2025	
Faculty/Administrative/Service Department	Faculty of Health and Medical Sciences		
Job Title	Assistant Laboratory Technician (Autoclaves)		
Job Family	Technical and Experimental	Job Level	2a
Responsible to	Senior Health and Safety Laboratory Technician		
Responsible for (Staff)	n/a		
Job Purpose Statement			
To oversee the collection of laboratory waste, operation of waste processing autoclaves and provide a glass-washing& laundry service to for research and teaching laboratories within the Faculty of Health & Medical Sciences.			
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)			
1. Collection of biological waste from low-risk (ACDP hazard group 1-2) research and teaching laboratories. Providing the correct processing and disposal of waste materials gathered. 2. Operating the Faculty’s biological waste autoclaves, glass washers, and laundry equipment. 3. Washing and sterilising of glassware and plastics using automated laboratory glass washing machines and autoclaves. Drying and storage of these items within the Faculty. Monitoring quality and cleanliness of glassware. 4. Laundering of laboratory coats using automated washing machines and tumble dryer. Organising the storage of the coats and the provision of laboratory coats for staff and student laboratory users, and visitors. . 5. Providing disinfectants and waste-handling consumables to designated laboratory areas. Provision of sterilised glassware, autoclaved water, pipette tips 6. Monitoring the use of the biological waste streams from designated labs and reporting to the Senior Laboratory Technician and the Health & Safety Team to ensure these are working correctly. 7. Running the washroom processes independently (with a minor support from research technicians) when line manager is not present. 8. Assisting the Senior Laboratory Technician during servicing and autoclave validation times and other highly demanding periods.			
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.			
Planning and Organising • The post holder will carry out basic prioritising and organising of routine tasks and activities. • Decisions taken will generally be based on established procedures and precedents and the post holder will be expected to refer more complex issues/problems to their line manager.			

Problem Solving and Decision Making

- The post holder will be expected to answer simple queries from students/staff and solve problems that arise from those queries as a matter of good customer service, although more complex problems will be dealt with by the line manager.
- The role involves dealing with a specific set of tasks and preparation activities which are predetermined by set procedures agreed by the operational management. The role involves minimal decision making as the daily tasks/activities are given by instruction and are constrained by established operational guidelines and procedures

Continuous Improvement

- The post holder is expected to recognise where improvements to best practice could be made, implementing them under the supervision of their line manager.

Accountability

- The post holder will be instructed in safe handling procedures and be expected to comply with clear and established procedures regarding the use of any equipment and to comply with all relevant Health and Safety requirements.
- The post-holder will also provide general assistance with the running of the Faculty wash-up areas, ad hoc support to other technical areas as business needs arise.

Dimensions of the role

- The post contributes to student satisfaction and support staff with teaching and research activity within the faculty of health and medical sciences.

Supplementary Information

- The post holder will need to established processes under the direction of their line manager, in a high paced environment demonstrating excellent attention to detail.

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

Previous experience in a similar role

D

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/
Desirable**

**Level
1-3**

Manual Handling experience

E

2

Familiarity with Microsoft packages (TEAMS, outlook, Word, Excel etc)

E

1

Experience of working in a laboratory wash-up area

D

n/a

Experience of operating an automatic glass washing machine and modern autoclave

D

n/a

Awareness of Health and Safety requirements and legislation such as CoSHH regulations

D

n/a

Special Requirements:

**Essential/
Desirable**

Applicants should be able to undertake a range of Manual Handling tasks on a daily basis and be capable of lifting loads of up to 12.5kg due to the physical nature of the role

E

Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.

**Level
1-3**

Communication

2

Adaptability / Flexibility

2

Customer/Client service and support	2
Planning and Organising	1
Continuous Improvement	1
Problem Solving and Decision Making Skills	1
Managing and Developing Performance	n/a
Creative and Analytical Thinking	n/a
Influencing, Persuasion and Negotiation Skills	n/a
Strategic Thinking & Leadership	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.

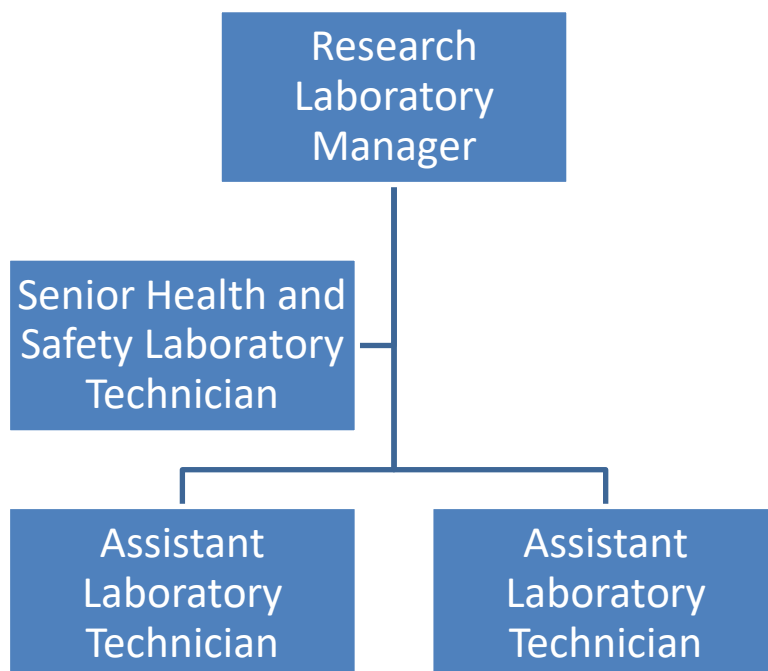
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

The technical team within the Faculty of Health and Medical Sciences provides a support service to the five Schools (Biosciences, Psychology, Medicine, Veterinary Medicine; and Health Sciences). Working closely with the School of Biosciences this role is critical to the operation of waste processing across teaching and research laboratories. This role is part of a wider team of technicians and on a day to day basis works in an immediate team of 3 technicians.

Department Structure Chart



Relationships

Internal

- Senior Laboratory Manager
- Research Laboratory Manager
- Technical team members
- Faculty Operations Team
- Estates and Facilities
- Academic Staff
- Students
- Visitors

External

- Contractors
- Maintenance providers