

Candidate Information

Position: Technician in Wellcome Wolfson Institute for Experimental Medicine
School/Department: Wellcome-Wolfson Inst for Experimental Medicine
Reference: 21/109010
Closing Date: Monday 16 August 2021
Salary: £18,342 - £21,236 per annum.
Anticipated Interview Date: Friday 3 September 2021

JOB PURPOSE:

To provide a technical and logistical support service to academic and research staff, in order to service the core needs of staff and students in the Wellcome Wolfson Institute for Experimental Medicine (WWIEM), thus helping to ensure that numerous laboratories operate safely and efficiently on a day to day basis.

This is a physically demanding post which requires a large volume of manual handling. The post holder will be required to move large gas tanks, load and unload large autoclaves, and lift and move clinical waste bins (with appropriate training and aids).

MAJOR DUTIES:

1. Daily collection, handling, sorting and washing of laboratory glassware and plastic-ware items and routine disposal of specified laboratory waste(s) in accordance with established in-house Health & Safety procedures.
2. Operation of autoclaves for both waste treatment and provision of sterile material(s) and other communal housekeeping supplies which underpin the operation of research laboratories
3. Maintain accurate records of efficiency, performance, faults, breakdowns, etc of core equipment, reporting issues in a timely manner & following up on progress of remedial actions
4. Operate, troubleshoot and carry out routine maintenance on standard laboratory/departmental equipment as directed. Routine tidying and cleaning of communal areas to help ensure an efficient, safe and hazard-free environment is maintained at all times.
5. Assist with regular checking, filling and handling of liquid nitrogen cell banks and pressure vessels. Replenishment of compressed cylinders and piped gases under direction of the senior technician.
6. Monitor and maintain fridges and freezers which include, HTA and MHRA relevant materials. Assist with HTA record keeping for regulatory, audit and inspection purposes.
7. Undertake routine stores duties including goods reception, manual handling, dealing with incoming mail and deliveries in a timely manner and generally helping to account for resources, to include notifying colleagues in accordance with clear arrangements already in place.
8. Monitor and control levels of own work-related stocks, plus routine monitoring of general supplies. Duties to include, day to day organisation of bulk stores and ensuring proper maintenance and storage of perishable stocks
9. Prepare technical procedures, e.g. test buffers, stock solutions, culture media and replenishment of general supplies under the direction of the laboratory supervisor(s). Maintain accurate records of test results and draft routine documentation.
10. Support student learning through the set up and demonstration of standard and specialised equipment and techniques, when required, including health and safety requirements. For example, train others in the safe use of autoclave facilities.
11. Post-holder will also be expected to offer other appropriate, necessary assistance, in order to promote the smooth-running of laboratory operations as directed by more senior members of technical staff and contribute to general security of premises, integrity of laboratory operations and comply with all Health & Safety requirements.

Planning and Organising:

1. Carry out a range of standard tasks, working within established procedures.
2. May prioritise duties within own work schedule, but refer to Supervisor for prioritising and scheduling of non-standard work.

Resource Management Responsibilities:

1. Have some responsibility for the security and routine maintenance of equipment in the Wellcome Wolfson Institute for Experimental Medicine.
2. Monitor freezers which include HTA and MHRA relevant materials.
3. Support student learning through the demonstration of standard equipment and techniques, including health and safety requirements.

Internal and External Relationships:

1. Daily contact with Supervisor, work colleagues, University staff and students.
2. Some liaison with service engineers and other external consultants.
3. Liaise with staff in other research centres and institutions as necessary.

ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications e.g. 5 GCSE's A-C and/or NVQ level 2 in relevant subject (or equivalent) e.g biology, chemistry.
2. 1 year's work experience in a relevant commercial or academic scientific laboratory.
3. Relevant experience in a scientific laboratory dealing with infectious agents.
4. Working knowledge of relevant systems, equipment and processes.
5. Understanding of relevant regulations and procedures including Health and Safety requirements.
6. Ability to meet the physical requirements of the post, following reasonable adjustments if required.
7. Good communication and interpersonal skills.
8. Ability to communicate with all levels of staff and students.
9. Good logistical & organisational skills.
10. Must be able to follow instructions and carry out tasks as per instruction given
11. Problem solving skills.
12. Comfortable with routine and repetitive work.
13. Ability to work safely in laboratory.
14. Occasional work outside normal hours as required.

DESIRABLE CRITERIA:

1. Experience with compressed gases and cryogenic vessels and materials.
2. Practical experience of running an autoclave facility eg use of dishwasher, autoclave and other laboratory equipment.