



<b>Job title</b>	Prep Room Technician	<b>Job family and level</b>	TS Level 1
<b>School/ Department</b>	Biodiscovery Institute (BDI) Formerly Centre for Biomolecular Sciences	<b>Location</b>	University Park Campus

## Purpose of role

The Biodiscovery Institute is a collaboration between five schools (Medicine, SOLS, Chemistry, Pharmacy and The Vet School) across a complex series of Post Graduate research laboratory and office space spanning 3 buildings within a space of 9400m<sup>2</sup> and housing 850+ people.

The Core Building team provides crucial daily technical Safety and admin support for all occupants regardless of school to ensure safe and efficient running of the building and lab space.

The role with BDI 2 is an essential role within the core team in BDI providing vital technical and safety support.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p>Technical Duties</p> <ul style="list-style-type: none"> <li>Carry out face velocity safety checks using an anemometer for approximately 50 fume cupboards and Microbiological safety cabinets on a rolling monthly basis and keep accurate excel records using Microsoft Teams. Report any defects or trends to the Level 3 technician or the Support Services Manager.</li> <li>Maintain a supply of stocked solvents to the labs, ensuring that regular orders are placed, unpack deliveries, and ensure that empty bottles are recycled back to the supplier.</li> <li>Ensure that an accurate log is kept of all Ethanol usage. Log deliveries from the supplier; label bottles with unique identifier; send logbook with delivery to lab and ensure that this is returned with the empty bottle; check for discrepancies in the lab usage and report these to the Safety Officer or the Support Services Manager</li> <li>Stock taking and ordering across BDI consumable stores.</li> <li>Touch point cleaning for COVID To ensure Hand sanitiser stations and touch point cleaning is undertaken across BDI.</li> <li>Collect all biological and GM waste generated by the research labs and ensuring that the waste delivered to Prep rooms.</li> <li>Collect Solvent Waste from all labs</li> </ul>	80%

	<p><b>Goods in Cover and additional Support.</b></p> <ul style="list-style-type: none"> <li>• Deal with deliveries of consumables and chemicals, for the whole building.</li> <li>• Check that deliveries match the original order and ensure that all discrepancies are reported to one of the purchasing staff, so that problems can be sorted out with suppliers.</li> <li>• E-mail end users to inform them that their goods are ready for collection and manage click and collect service.</li> <li>• Goods Receive deliveries, using the University's ordering system, Agresso.</li> <li>• File delivery notes and Purchase Orders.</li> </ul>	10%
	<p><b>Prep Room Cover and additional Support.</b></p> <ul style="list-style-type: none"> <li>• Collect dirty glassware from laboratories and ensure that it is washed and processed using industrial dishwashers according to the procedures for that laboratory and return to the correct laboratory.</li> <li>• Maintain and prepare stocks of sterile lab solutions, buffers, and media. Autoclave will be used to sterilize solutions, media, glassware, and plastic consumable items, to ensure that an adequate supply is maintained for each research group. All prepared items to be delivered to each lab area.10</li> <li>• Collect all biological and GM waste generated by the research labs and ensuring that the waste is processed in Autoclaves, disposed, labelled, and consigned correctly to comply with University Safety Policy.</li> <li>• Re-fill paper towel holders, in all laboratories.</li> <li>• To collect Dirty lab coats from each lab and send to the laundry and distribute clean lab coats.</li> </ul>	10%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills.</li> <li>• Excellent communication skills.</li> <li>• Ability to work to tight deadlines, both prescribed and self-imposed.</li> <li>• Ability to prioritise.</li> <li>• Ability to establish and maintain good working relationships at all levels.</li> <li>• Self-motivated</li> <li>• Ability to work without close supervision and to work within a team environment.</li> <li>• Ability to adopt a methodical approach to work in order to achieve work deadlines.</li> <li>• Ability to lift and move objects as this role will involve storing and moving consumables and equipment and manual handling.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Previous work experience in a relevant role</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of biological and chemical safety and associated controls</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>• GCSEs in English, mathematics and a science subject (or equivalent) at Grade C and above</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First Aider</li> </ul>



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

## Key relationships with others



