



Job title	Laboratory Technician BDI Core Team	Job family and level	TS Level 1
School/ Department	Biodiscovery Institute	Location	Biodiscovery Institute

Purpose of role

To provide Core technical support within Biodiscovery Institute

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Technical</p> <p>Responsible for removal of empty solvent bottles and delivery of solvents to laboratories, each day.</p> <p>Maintain a supply of stocked solvents, ensuring that regular orders are placed, so that we do not run out of solvents. Unpack deliveries and ensure that empty bottles are recycled back to the supplier.</p> <p>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.</p> <p>Carry out stepladder checks and keep a log of the testing, after appropriate training.</p> <p>Collect Hazardous Biological waste from all laboratories and transport to the prep room – There are a number of collections each day on a timetable.</p> <p>Carry out monthly checks on First Aid boxes, eye wash stations and Spill Kits and replenish as required.</p> <p>Carry out Safety velocity checks for approximately 132 fume cupboards and Microbiological safety cabinets on a rolling monthly basis and keep accurate records of this in each laboratory and centrally. Report any problems to the Level 2 technician or the Support Services Manager, so that they can be sorted out quickly.</p>	40%

	<p>Liaise with schools for disposal of redundant equipment. Ensure equipment is decontaminated and has the signed certificate. Ensure that a project code is received from the school. Raise a works request with Estates for prompt collection. (Does not include computer equipment as this is done directly by the school).</p> <p>Flush emergency showers on a monthly basis and keep accurate records of when this was done to comply with the University's Code of Practice: Prevention and Control of Legionella in Water Systems.</p>	
2	<p>Prep Room Support across 3 prep rooms Collect dirty glassware from laboratories and ensure that it is washed according to the procedures for that laboratory.</p> <p>Ensure that the glassware for each laboratory is kept separate from other laboratories and is returned to the correct area.</p> <p>Maintain and prepare stocks of sterile solutions and media. Autoclave will be used to sterilise solutions, media, glassware and plastic consumable items, to ensure that an adequate supply is maintained for each research group.</p> <p>Autoclave biological waste generated by the research groups, prior to disposal. Ensure that this waste is disposed of by agreed route to comply with relevant procedures.</p> <ul style="list-style-type: none"> ▪ Re-fill Blue roll, paper towel holders, in all laboratories. 	20%
3	<p>Goods in Support Deal with deliveries of consumables and chemicals, for the whole building.</p> <p>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.</p> <p>E-mail end users to inform them that their goods are ready for collection.</p> <p>Goods Receive deliveries, using the University's ordering system, Agresso. Stock check main consumable stores and take deliveries and restock consumable stores</p> <ul style="list-style-type: none"> ▪ File delivery notes and Purchase Orders. 	30%
4	<ul style="list-style-type: none"> ▪ Any other duties in line with the role 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent organisational skills. ▪ Excellent communication skills. ▪ Ability to work to tight deadlines, both prescribed and self-imposed. ▪ Ability to prioritise workloads ▪ Ability to establish and maintain good working relationships at all levels. ▪ Self-motivated ▪ Ability to work without close supervision and to work within a team environment. ▪ Ability to adopt a methodical approach to work in order to achieve work deadlines. ▪ Ability to lift and move objects as this role will involve storing and moving consumables and equipment, up to a maximum of 10kg 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Previous work experience in a relevant role 	<ul style="list-style-type: none"> ▪ An understanding of health and safety regulations ▪ Use of Autoclaves ▪ Handling of Hazardous waste
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Candidates should have GCSEs at Grade C English, mathematics, and a science subject or equivalent or considerable work experience in a relevant role. 	<ul style="list-style-type: none"> ▪ Qualified First Aider



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



