



Job title	Laboratory Technician	Job family and level	Technical Services Level 1
School/ Department	Life Sciences	Location	Medical School, QMC

Purpose of role

The purpose of this role will be to provide prep room support and housekeeping duties for staff and students within the School of Life Sciences, to enable and ensure the safe and effective operation of laboratory activities.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Prep room support and housekeeping</p> <ul style="list-style-type: none"> ▪ Operating departmental autoclaves, baking ovens and other machinery/equipment, sterilizing items as necessary according to established protocols. ▪ To monitor general provision and distribution of glassware and plastics for labs and prep rooms, keeping research groups equipped with appropriate consumables and lab solutions. ▪ Collect bagged dirty lab coats and distribute clean lab coats to and from the laundry and the laboratories. ▪ Working as a team to maintain clean and tidy laboratories; collecting pre-disinfected glassware from labs, washing items by hand or in a dishwasher ensuring they are all dried. ▪ To make simple buffers and microbiological media, to monitor stocks of solutions provided. ▪ Regular removal of clinical waste from all labs to ensure a safe working environment for all. ▪ Assist in defrosting laboratory freezers. 	55%
2	<p>Logistics</p> <ul style="list-style-type: none"> • Drive the School van to collect various samples from external suppliers, including animal tissues from local abattoirs, and sorting such tissue into receptacles at the abattoir site. Delivering organs and tissues to research groups within the School. • Transport of equipment between sites within the University. • Monitor School vehicles for any repairs, faults or servicing issues and report such to the technical lead. 	15%

3	<p>Parcel Distribution and Record Keeping</p> <ul style="list-style-type: none"> • Help collect and distribute chemicals, consumables and equipment to end users from the School's delivery rooms. • Under direction undertake the distribution of white goods and other large bulky, or palletized deliveries using appropriate handling equipment (i.e. sack trucks and pallet trucks respectively). • Maintenance of records and relevant paperwork associated with Goods Inwards service using Unicore. 	10%
4	<p>Material Handling and Record Keeping</p> <ul style="list-style-type: none"> ▪ To collect and distribute Liquid Nitrogen according to established protocols ▪ To collect and change CO₂/air cylinders according to established protocols. ▪ To collect and receive materials from university stores and suppliers maintaining accurate routine records through basic data entry. 	5%
5	<p>Communication and time keeping</p> <ul style="list-style-type: none"> ▪ Maintain effective communications with colleagues within prep rooms and across laboratories, using University of Nottingham systems including e-mail. ▪ To effectively manage day to day work requirements and to work efficiently with colleagues. 	5%
6	<p>Health and Safety Consideration</p> <ul style="list-style-type: none"> ▪ Consider Health and Safety in the performance of all duties by assessing the risks of the planned activity and performing the tasks having considered, and acted to secure, the safety of yourself and others. ▪ Report any incident to the Technical Central Support Manager. 	5%
7	<ul style="list-style-type: none"> ▪ Any other duties appropriate to the role and level. 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ High standards in housekeeping skills with high levels of cleanliness. ▪ Attention to detail ensuring no issue is overlooked during the handling of equipment and task completion. ▪ Ability to handle multiple tasks and prioritise them effectively with time management skills. ▪ To work effectively with colleagues in a team. ▪ Basic IT skills using Microsoft Office, including Outlook. ▪ Good oral and written communication skills, including the ability to communicate information with clarity. ▪ Ability to work accurately in order to maintain high standards, with the ability to work effectively under pressure. ▪ 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. ▪ Ability to stand and walk for long periods. ▪ Ability to drive, navigating new routes and locations efficiently. 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ An understanding of what is Health & Safety and the importance of following Health and Safety procedures. 	<ul style="list-style-type: none"> ▪ Experience in a laboratory environment
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ A good standard of education, evidenced by GCSEs or equivalent qualifications demonstrating numeracy and literacy OR Equivalent experience working in same/similar role. 	

Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Full, current manual driving license. 	<ul style="list-style-type: none"> ▪ 3 years driving experience
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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

