# Job description and selection criteria

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| Job title | Laboratory Technician |
| Division |  |
| Grade and salary | Grade 5 |

## Job description

### Overview of the role

An experienced member of the team providing technical and administrative support to ensure the smooth running of the laboratories.

### Responsibilities/duties

* Responsible for managing a scientific process and maintaining quality control
* Process samples, monitor results to spot discrepancies and propose refinements and re-run experiments where necessary
* Maintain a database, run reports and interpret results
* Write up experimental results which would occasionally contribute to small sections (methodology, tables) of publications
* Ensure the smooth day-to-day running of the laboratory, e.g. by ensuring equipment is functioning and monitoring and ordering stock as necessary
* Liaise with providers and assist in arranging service contracts
* Write and review basic operating procedures
* Maintain equipment, including washing, sterilisation and disposal, perform quality checks and contribute to the general cleanliness and upkeep of the laboratory space
* Assist with inductions and training of colleagues or students
* Provide a point of reference for less experienced team members
* Keep up to date with and advise on matters relating to Good Laboratory Practice (GLP), Health and Safety, COSHH sheets and other regulations relevant to the post.

## Selection criteria

### Essential

* Experience of working laboratory environment
* Experience working with hazardous chemicals
* Educated to at least A-level or equivalent qualification in science
* Ability to troubleshoot problems with experiments and arrive at an appropriate solution
* Strong attention to detail, with the ability to organise samples and record results in a clear and organised fashion
* Ability to write up experimental results
* IT skills including a knowledge of Word, Excel (i.e. data basing) and Powerpoint programs
* Ability to organise own work load and take initiative as appropriate
* Knowledge of health and safety regulations in a laboratory environment

**Desirable**

* Supervisory experience