**Job description and person specification**

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| **Summary details** | |
| *Unit name:* | **MRC Laboratory of Molecular Biology (LMB)** |
| *Division/Section:* | **MRC - Operations Group – Glass Washing** |
| *Job title* | **Technical Assistant (Glass-wash)** |
| *\*Salary range:* | **£16,619 to £17,048 per annum** |
| *\*Band (Grade):* | **7** |
| *\*Contract type (e.g. Open/Fixed term):* | **Temporary – Fixed Term** |
| *\*Hours (e.g. full or part time):* | **Full Time 36 Hours** |
| **Detailed job description** | |
| **Overall purpose:**  To support the Media Service Manager in ensuring a high quality media and glassware service is available at all times to Laboratory of Molecular Biology (LMB) Scientists by providing media, consumables, clean glassware and other clean equipment for experiments.  **Main duties:**   * To collect, clean and distribute glassware and other items within the LMB and make sure that stocks are adequate to facilitate the research carried out within the building. * To prepare aluminium foil and cocktail sticks and tubes for sterilising. * To operate the automatic glassware machines. * To dry/sterilise glassware and other items (ovens and autoclaves).   **Key responsibilities:**   * The day-to-day running of the washing machines. * The general tidiness and cleanliness of the kitchen. * To ensure the quality of washed items. * To carry out tasks in a timely fashion, to ensure there is a continuous supply of, glassware and consumables for media preparation and scientific Laboratories. * To recognise problems, solving those within the bounds of the post and referring more complex problems to your Line Manager or other appropriate members of Staff. * To ensure that problems with equipment are brought to the attention of your Line Manager or appropriate LMB department and to check the problems are duly solved. * To operate according to health and safety procedures especially in relation to chemicals, media and manual lifting. * To act as holiday and sickness cover for other areas in our department when required.   **Working relationships:**  You will report to the Media Services Manager. You will maintain good working relationships with other members of the media and glass washing team and liaise with Scientists and other LMB Staff where necessary.  **Additional information:**  The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and the MRC.  A good level of physical fitness is required because lifting and walking around a large building are necessary in order to carry out the duties of the role. | |
| **Equality & Diversity** | |
| The MRC values the diverse skills and experience of its employees and is committed to achieving equality of treatment for all. Our objectives are that all individuals shall have equal opportunities for employment and advancement on the basis of their skills, aptitudes and abilities. The MRC is committed to the engagement and retention of the best possible talent and to creating an environment that encourages excellence in scientific research through good equalities and diversity leadership and management. | |
| **Corporate/Local responsibilities & requirements** | |
| You must at all times carry out your responsibilities with due regard to the MRC’s:   * Code of Conduct * Equality and Diversity policy * Health and Safety policy * Data Protection and Security policy   Job descriptions should be reviewed on a regular basis and at the annual appraisal. Any changes should be made and agreed between you and your manager. | |

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| **Person requirements** |
| **Education / qualifications / training required:**  *Essential:* Good standard of education (basic numeracy and literacy skills).  *Desirable:*   * 5 x GCSE’s or equivalents. * Good computer skills. |
| **Previous work experience required:**  *Desirable:*   * Previous experience of working in similar environment. * Familiar with the use of autoclave and automatic washing machines. |
| **Knowledge and experience:**  **Independent working**  *Essential:*   * Ability to work for long periods under light supervision and to manage your own workload and prioritise when needs change.   **Verbal and written communication skills**  *Essential:*   * Ability to communicate effectively with others both in writing and verbally. * Ability to follow verbal and written instructions. |
| **Personal skills / behaviours / qualities:**  *Essential:*   * An attention to detail. * Good interpersonal skills. * Good organisational skills. * Good time keeping skills. * Ability to work effectively in a team. |