# Job description and selection criteria

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| Job title | Laboratory Technician  |
| Division |  |
| Grade and salary | Grade 4 |

## Job description

### Overview of the role

Provide technical and administrative support to ensure the smooth running of the laboratories.

### Responsibilities/duties

* Responsible for allocated stages of a scientific process e.g. cell culture, microscopy and standard biochemical techniques
* Process samples and record results in a clear and organised fashion, spotting discrepancies and proposing refinements where necessary
* Collate results and communicate them to the appropriate members of the team both in writing and in person.
* Enter data, maintain databases and run reports
* Provide assistance in the day-to-day running of the laboratory, monitoring and ordering stock as necessary
* Maintain equipment, including washing, sterilisation and disposal, perform quality checks and contribute to the general cleanliness and upkeep of the laboratory space.
* Advise colleagues or students on the use of equipment in accordance with health and safety instructions.
* 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 in a laboratory environment
* Educated to at least A-level or equivalent qualification in science
* Strong attention to detail, with the ability to organise samples and record results in a clear and organised fashion
* IT skills including a knowledge of Word, Excel (i.e. data basing) and Powerpoint programs
* Ability to organise your own work load and take initiative as appropriate
* Knowledge of health and safety regulations

**Desirable**

* Experience working with hazardous chemicals