1. Job Details

Job title: Technician Media/Washup
School/Support Department: Biological Sciences
Unit (if applicable): Darwin/Rutherford/Swann Complex
Line manager: Institutes Superintendent

2. Job Purpose
Part of a team which provides a wash-up and media service for the Institutes’ research activities. Ensure the correct procedures are in place and adhered to for the disposal of waste.

3. Main Responsibilities

1. Collection of glassware, waste media, etc. from all laboratories
   Return of above materials to laboratories
   Approx. % of time
   45

2. Washing and sterilisation of glassware
   20

3. Autoclaving and disposal of waste material
   20

4. Routine cleaning of the Tissue Culture Suites glassware and pipettes
   5

5. Preparation of simple solutions under instruction
   5

4. Planning and Organising
   • Respond to requests from research groups for glassware, media, etc.
   • Timetable and prioritise use of equipment with other members of team.

5. Problem Solving
   • Resolve minor technical problems with equipment e.g. the autoclave, water systems and industrial washing machines. Advice available from manager if problem is complex. The Institute Superintendent is available to resolve more difficult matters.

6. Decision Making
   • Prioritise the workload to ensure the research demands are met in an efficient and effective manner.
   • Allowed to order (low monetary value) materials for the media and wash-up service significant spends are authorised by the Institute Superintendent

7. Key Contacts/Relationships
   • Research and Technical Staff within the Institute to collect discards, sterilise solutions and consumables.
   • Institute Superintendent
   • Company Engineers called in to repair equipment.
   • SBS Workshop staff to repair and maintain equipment.
• Estates and Building tradesmen to carry out repairs and servicing of the domestic supplies.

8. Knowledge, Skills and Experience Needed for the Job
• A good general education. After one year the person would be adequately trained to carry out the job to an acceptable standard.
• Good communication and interpersonal skills required.
• Know and understand the safety issues associated with the working environment.

9. Dimensions
• Provide technical support to around 40 research group(s) within Institutes, approx. 250 staff, 120 Research Students, etc.

10. Job Context and any other relevant information
• Temperatures and humidity within the working environment is variable requiring periods of rest from the area from time to time.
• Accuracy and dependability are important factors of the job as the results from the research rely on the medium and solutions produced by the technical staff.
• The University employed cleaners are not permitted to clean the Tissue Culture Facility, therefore it is part of the technical staff duties to service this area.