1. Job Details

Job title: Media Technician
School/Support Department: Biological Sciences
Unit (if applicable): ISCR
Line manager: Institute 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

<table>
<thead>
<tr>
<th>Approx. % of time</th>
<th>Description</th>
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<tbody>
<tr>
<td>15</td>
<td>1. Collect the segregated dirty plastic and glassware, biologically contaminated plastic and glassware and discards from laboratories ensuring that the correct decontamination protocols are followed according to H &amp; S requirements.</td>
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<tr>
<td>10</td>
<td>2. Operate the autoclave to sterilise medium, consumables and discards ensuring the correct sterilisation regime is selected according to H &amp; S requirements.</td>
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<td>20</td>
<td>3. Wash either by hand or by hand and then by machine the decontaminated plastic and glassware after being sterilised</td>
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<td>5</td>
<td>4. Sign decontamination slips, attach to waste and dispose through appropriate disposal route</td>
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<td>50</td>
<td>5. Prepare, dispense and sterilise solutions and distribute them throughout the Institute for general use in the research groups throughout the Institute.</td>
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4. Planning and Organising

- Monitor and replenish the daily supply of solutions, medium, plastic and glassware used by the Research groups within the Institute. To ensure the level of stocks held are at an appropriate level.
- Organise and process the daily (3 times throughout the day) uplift of dirty and biologically contaminated plastic and glassware from the Institute’s laboratories to prevent a build up of waste within the laboratories becoming a Health and Safety issue.
- Prioritise and organise the loads for the autoclave, select the appropriate sterilising regime and sign the decontamination certificates (up to 5 loads per day) when the materials are sterilised, dispose through the appropriate waste route.
- Authorised to complete and sign the Permit to Work required by University tradesmen and outside contractors working on equipment within the work area.

5. Problem Solving

- Replace consumables and 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.
- Inform and instruct staff and students when they are not complying with the correct disposal waste route.

6. Decision Making
• Prioritise the workload to ensure the research demands are met in an efficient and effective manner.
• Authorised 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, to sterilise solutions and consumables to ensure adequate supplies of stocks are held. To ensure the correct procedures are used for waste disposal.
• Institute Superintendent for technical advice and advice on HR and H & S matters.
• 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 Health and Safety issues associated with the working environment.

9. Dimensions
• There are 9 Research groups with 100 members of staff; they include the following staff groups: 11 Technical Staff, 16 Research Assistants, 25 Postdoctoral Researchers, 28 Postgraduate students all of whom would rely on the post holder to provide them with sterilised solutions, medium, plastic and glassware. There are five preparation rooms and twenty research labs.
• Provide on the job training to new team members.

10. Job Context and any other relevant information
• The working environment is particularly poor, the high temperature (ave 28°C) and low humidity (22%). Rest periods are required to prevent extreme discomfort or stress.
• 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.