University of Edinburgh

Job Description

1. Job Details

Job title: Laboratory Technician

School/Support Department: Molecular & Clinical Medicine/

Unit (if applicable): Medical Genetics Section

Line manager: Laboratory Manager

2. Job Purpose

To ensure the smooth running of all support services in the laboratory, in particular responsible for the provision of an efficient laboratory glassware and stock solution service.

3. Main Responsibilities

1. Manage the glassware service to obtain a high standard of clean and sterilised glassware for the laboratory and associated specialised rooms.  
2. Prepare and sterilise laboratory materials and prepare solutions in order to ensure a regular supply for users.  
3. Cleaning and stock maintenance of solutions and laboratory materials in specialised areas.  
4. Responsibility for a range of general laboratory duties including assisting the laboratory management team with general tasks as required, particularly when the other laboratory technician is absent e.g. receive and distribute all delivered consumables and equipment to the relevant user.

4. Planning and Organising

The job holder plans and prioritises their own workload on a day-to-day basis. Much of the work is of a routine nature, and is reactive dependant on the laboratory usage of glassware and solutions. These stocks require constant monitoring to ensure they are never depleted. The job holder will need to organise their daily workload and deal with interruptions from the laboratory staff.

5. Problem Solving

The job holder will be expected to take action to report problems that arise within the job on a daily basis e.g. reporting faulty equipment or out of stock chemicals for solution making. The post holder should judge when it is necessary to seek advice from the line manager.

6. Decision Making
Responsibility for scheduling own work on a daily basis, referring any conflicts or non-routine requests to line manager. Responsibility for deciding when an unexpected issue requires the schedule of work to be paused while advice is sought.

7. Key Contacts/Relationships
The job holder interacts with all laboratory users and will therefore establish good working relationships to ensure that all facilities run smoothly. The job holder will be the first point of contact to meet the needs of the laboratory users.

8. Knowledge, Skills and Experience Needed for the Job

**Essential**
Conscientious in the performance of routine tasks to a high standard
Good organisational skills and an ability to prioritise tasks
Able to work as part of a team

**Desirable**
Experience in working in a laboratory and in the cleaning and sterilisation of laboratory glassware/materials.

9. Dimensions
There are no direct reports but the 60 technical and research staff in the section use and rely on the service provided.

10. Job Context and any other relevant information
This job is of essential importance to the Section as all experiments depend on media and solutions being made to the highest standards. It is important that this job holder is meticulous, conscientious and organised.