1. Job Details

Job title: Technician Media/Wash Up
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. Deputise for Swann services manager in their absence.

3. Main Responsibilities

1. Preparation of complex solutions, drosophila and other media and pour Petri dishes for general use by the Research groups throughout the Institute. Be aware of the Health and Safety Risk assessment requirements of these tasks.  
   Approx. % of time 70

2. Liaise with groups internally and externally to SBS regarding weekly requirements, ordering of supplies and consumables.  
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3. Maintain adequate stock levels of equipment and materials  
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4. Provide basic training in laboratory techniques to new members of staff, contact person for holidays/absences in absence of local supervisor.  
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5 Collection of glassware, waste media, etc. from all laboratories, autoclaving, washing and sterilisation of this material. Return of above materials to laboratories  
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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.
- Provision of media as required by research groups

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.
- Investigate problems experienced with media & other materials supplied to groups, help available from line manager if required

6. Decision Making

- Prioritise the workload to ensure the research demands are met in an efficient and effective manner.
• Monitor and maintain stock levels of chemicals, media, glassware, etc.
• Allowed to order (approx. 10k per year) 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.
• Research groups outwith SBS, in other UoE units for orders/deliveries of drosophila media

8. Knowledge, Skills and Experience Needed for the Job
• A good general education. Three years experience required 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.