

## Summary

<b>Job title</b>	Senior Laboratory Technician (MGSL)
<b>Division</b>	Medical Sciences
<b>Department</b>	Department of Biochemistry
<b>Location</b>	Dorothy Crowfoot Hodgkin Building, South Parks Road, Oxford
<b>Grade and salary</b>	Grade 4: £25,138 – £28,759 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	MGSL Manager
<b>Vacancy reference</b>	174541
<b>Additional information</b>	You are required to submit a CV and a supporting statement with your application, outlining how you meet each of the selection criteria for the role (see below for details). Your application will not be processed if you do not include both documents.

## The role

The post holder will primarily be part of the laboratory glassware team that provides clean glassware for the laboratories in the Dorothy Crowfoot Hodgkin Building. Additionally, the post holder will cover Media Preparation and Biological waste laboratories during busy periods, staff absences and holidays. It is the responsibility of the post holder to Ensure compliance with laboratory regulations and practices in the three different laboratories.

## Responsibilities

### Laboratory Glassware/Disposables:

- Tour research laboratories and collect used glassware for processing frequently. Remove labels, agar deposits, used pipette tips, etc., and efficiently load dishwasher trollies;
- Operate autoclaves, sterilization ovens and wash/disinfection machines, adjusting programs as necessary;
- Deliver glassware, media and consumables throughout the building, replenish stocks of Duran bottles and sterilized pipettes in laboratory store cupboards;



- Prepare, sterilize and label laboratory disposables (eg., microfuge tubes, pipette tips, inoculation tools) according to protocols. Distribute sterilized disposables based on laboratory orders and maintain a delivery database.
- Separate, pack and return of recyclable plastics.

#### **Microbiological Growth Media Preparation:**

- Provide microbiological growth media and solutions, prioritizing tasks efficiently;
- Prepare bespoke media under supervision and troubleshoot new recipes;
- Operate a service for the sterilization of media and other materials prepared elsewhere in the department;
- Daily maintenance of laboratory equipment (e.g., pH meters, autoclaves, scales);
- Maintain laboratory records, including lab book, SOPs, COSHH forms, Risk Assessments and new recipes. This work may involve arithmetic tasks (e.g., converting grams to moles);
- Print labels, label bottles and pour media and agar plates following training.

#### **Specialist Laboratory Waste and Recycling:**

- Collect and autoclave bio-waste, including CL3 waste and GMO, re-bag, and transport to holding bins for external collection. Highlight incorrectly consigned waste.
- Operate autoclaves following strict protocols, maintaining necessary records;
- Arrange the return of recyclable plastics.

#### **General Responsibilities:**

- Ensure compliance with H&S regulations, safe work and good laboratory practices in the laboratories;
- Organize the rota for glassware staff to process biological waste;
- Write and Update laboratory procedures, protocols and work instructions;
- Keep laboratories clean, sanitized and safe, maintaining scientific instruments. Prioritize and plan time and resources on a day-to-day basis;
- Diagnose problems with equipment and call in maintenance when necessary;
- Assist other staff working in the facility and provide holiday and sickness absence cover for all MGSL staff;
- Provide training for new staff by working with them on a one-to-one basis;
- Report shortages of laboratory disposables and chemicals to the MGSL Manager;
- Order goods and services using the Oracle R12 and internal ordering system;
- Collect external deliveries of disposables for the MGSL facility for Goods Inwards and organize the MGSL stock room;
- Undertake other duties as required, commensurate with the grade and responsibilities of the post;
- Act in the best interests of the Department of Biochemistry and maintain professional conduct.

#### **Selection criteria**

##### **Essential selection criteria**

1. Educated to GCSE equivalent or higher;
2. An understanding of basic techniques used in a biological laboratory;
3. Manual dexterity and a reasonable level of physical fitness;
4. Ability to consistently and accurately follow predetermined protocols;
5. Flexibility and willingness to work with minimal supervision on tasks and to support team members;
6. Good IT skills with a demonstrable ability to utilize standard programs such as Excel and Word.

##### **Desirable selection criteria**

1. Experience with biological laboratory work;
2. Knowledge of laboratory health and safety practices;
3. Ability to prioritize and plan time and resources effectively on a day-to-day basis;
4. Service oriented approach, with a focus on supporting research staff.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

### Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Regular manual handling
- Working with infectious pathogens (hazard group 2/3) - [Hazard Group 3 pathogens](#)
- Work with any substance which has any of the following pictograms on their MSDS:



## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Department of Biochemistry

The Department of Biochemistry in Oxford was established in 1920 and is now one of the largest in Europe. Situated in an attractive area close to the University Parks and River Cherwell, the Department is housed in the University Science Area and is currently undergoing a major expansion programme centred on the recently completed and award-winning New Biochemistry Building. The Science Area includes the Radcliffe Science Library and the Natural History Museum, and is conveniently located for easy access to the town centre and colleges.

The department includes research laboratories working in the areas of Cell Biology, Development and Genetics; Chromosomal and RNA Biology; Infection and Disease Processes; Microbiology and Systems Biology; and Structural Biology and Molecular Biophysics. It is particularly well equipped with an extensive computer network, all the basic hardware essential in today's research, together with an excellent range of state-of-the-art specialist equipment.

For more information please visit: <http://www.bioch.ox.ac.uk/>

**The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. The Department of Biochemistry is strongly committed to equality and valuing diversity and we operate a flexible working policy for all staff. The Department holds a departmental Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.**

## Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 15 clinical departments and 5 non-clinical departments.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: [http://www.ox.ac.uk/divisions/medical\\_sciences.html](http://www.ox.ac.uk/divisions/medical_sciences.html)

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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#### Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly, please email [recruitment@bioch.ox.ac.uk](mailto:recruitment@bioch.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### The University's Policy on Information Security Awareness

The information security awareness training is **compulsory** for all University staff; and as part of our responsibility as a Department, **ALL** employees of the Department will be required to complete the [online information security awareness module](#), which provides a combination of information, case studies and links to additional resources relating to information security. You will be expected to complete this course as part of your induction process, on your first day working in the Department of Biochemistry. This training will also need to be completed in order to successfully complete your probationary period.

In order to ensure that we are compliant and up-to-date with the information security awareness training, we need to ensure that all staff members have completed the latest course, which may be accessed from the Information Security's website by using the following link:

<https://www.infosec.ox.ac.uk/guidance-policy/training-and-awareness>

**You will also be required to undertake this course on an annual basis, in order to satisfy the security awareness training requirements of the University's Information Security Policy.**

# Benefits of working at the University

## Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See

<https://hr.admin.ox.ac.uk/staff-benefits>

## Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

## University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

## Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

## Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

## Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

## Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

## Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>