JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Technician - Central Services Supervisor</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Biological Sciences</td>
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<td>Grade:</td>
<td>RHUL 5</td>
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<td>Accountable to:</td>
<td>Technical Operations Manager</td>
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Key Tasks

The main responsibilities of the post are:

- Responsibility for the provision of a sterilisation and glassware service for Departmental research and teaching laboratories, greenhouses, aquarium and biological supply unit, delegating duties as required.
  - Using Autoclaves (high pressure vessels) for sterilisation and disposal of microorganisms and associated waste.
  - Using glass washers.
  - Specialised cleaning procedures as per individual laboratory requirements.
- Responsibility for the day-to-day operation of Central Services, ensuring compliance with Department and College procedures, HSE legislation and guidance.
- Biosecurity of contaminated or genetically modified waste material via central services to disposal.
- Delegate duties to and supervise assistant staff (1/2).
- Provide support from the central services team to teaching and research.
- Update safety documents and procedures.

Duties will also include:

- Coordinate the maintenance and repair of equipment and ensuring these are maintained under Department and HSE regulations.
- Ensure the department’s bio-security in the safe collection, sterilisation and disposal of micro-organisms class I class II and genetically modified material following department procedures and HSE legislation.
- Provide instruction and demonstration to staff and students on the use of autoclaves and provide advice on sterilisation procedures and methods for biosecurity.
- Collection and delivery of glassware from research and teaching laboratories.
• Carry out routine maintenance on central services equipment, including high pressurised vessels.

Occasional requirements of the role as service demands change:

• Provide technical support in teaching and research e.g. preparing reagents media setting up resources and equipment, clearing away at the end of the practical.

• Provide assistance or arrange assistance for the maintenance of general laboratory housekeeping in teaching and research areas.

• Provide assistance as required for the maintenance and care of plants in research and teaching greenhouses.

As the needs of the College change so the above job profile, duties and location of the role within the School or the College will be adjusted accordingly.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.