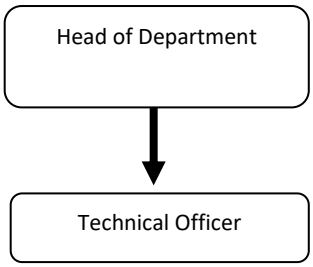
JOB DESCRIPTION

Job title:	Technical Officer
Pay Band:	Band 4
Department:	Crypts
Reporting Structure:	
Staff reporting to postholder:	None
Main purpose of job:	Responsible for the provision of day to day activities in the Cryptosporidium Proficiency Testing Scheme for the water companies on behalf of LGC. Responsibilities will include conduct of the day to day procedures required in the Crypts laboratory and for the care, maintenance and upkeep of the equipment and facilities.
Main duties of postholder:	Maintenance of all equipment and facilities to ISO compliance within Crypts Laboratories and to meet the needs of the Crypts Scheme. Organisation of and general upkeep of laboratory items (reagents, item stocks etc). Implementation of crypts scheme material creation and homogeneity checking (slides, suspensions & filters) following schedule provided by Crypts Scheme Laboratory Manager. Ensuring that deadlines for work are met efficiently and accurately.

Responsibilities for authorship, creation and compilation of documentation within Crypts Scheme (SOP's, health and safety, workbooks, forms etc). Effective handling of communications with suppliers, as well as scheme participant complaints and queries. Compilation and review of relevant SOPs, risk assessments, protocols and other documentation for the Crypts Scheme. **Authorisations within role:** • Selection of appropriate proficiency test items. • Perform all types of sampling within the Crypts Scheme. • Operation and organisation of maintenance of Crypts equipment. • Conduct of measurements to determine homogeneity, stability and assigned values. • Prepare, handle and distribute PT items. • Training of staff in techniques and methodologies used within the Crypts Scheme.

PERSON SPECIFICATION

	Essential	Desirable
Attainments:	Degree or higher qualification in Biological Science or related discipline preferred.	
Experience:		Some biological expertise across scientific disciplines and working within a laboratory environment.
		Some knowledge of working to regulator guidelines.
Skills:	**Communication** - excellent interpersonal and communication skills when dealing with a wide range of managers and staff. Ability to provide verbal communications to staff, visitors, collaborators or clients.	
	Managing relationships – ability to deal with a wide range of people with tact and diplomacy Able to build and maintain effective working relationships with a range of people.	
	Team working - ability to work flexibly and effectively as part of the team.	

	Essential	Desirable
Skills: continued	**Resilience** - Able to work to deadlines which are often rigid and inflexible.	
	Confidentiality – awareness of the importance of confidentiality.	
	Planning and organisation - able to work on own initiative, prioritise, plan activities taking into account deadlines and resources.	
	Decision making – able to take independent action where necessary, within limitations of responsibilities, in line with policies and procedures. Able to use a good judgement approach on problem solving.	
	Flexibility – ability to adapt and work effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue and to adapt an approach as the situation changes	
Other skills (please specify)	Working knowledge of Microsoft Windows and Office packages including Word and Excel.	
Other requirements (please specify)		