

Job title	Glasswashing Technician
Grade	Grade 3
Salary range	£18,940 - £21,843 per annum, pro rata
Staff Group	Assistant
Department / Institution	The Sainsbury Laboratory

Role-specific information

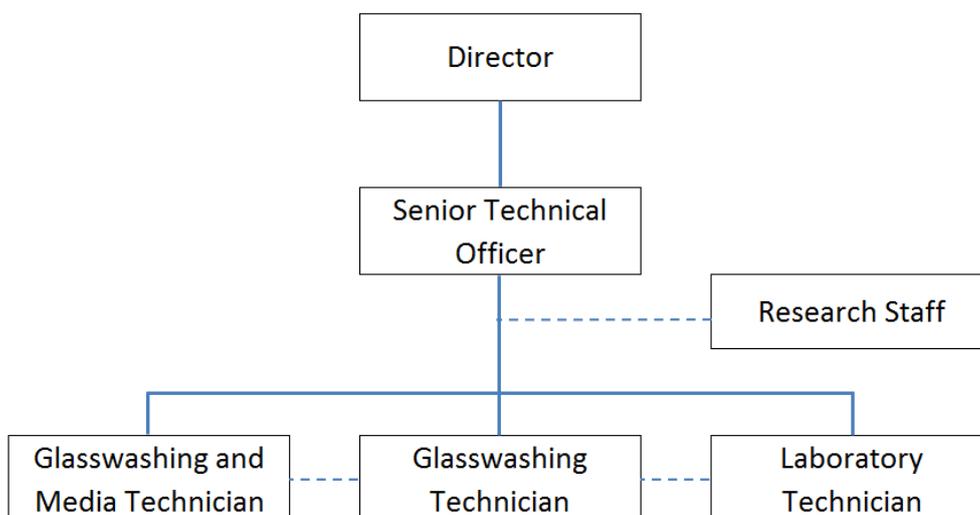
Role Summary

The Sainsbury Laboratory is a scientific research institute sited within the Cambridge University Botanic Garden which focuses on plant developmental biology and computational modelling of plant development. Since opening in 2011, it has expanded rapidly to around 150 researchers and 30 support staff in approximately 20 sub-groups. The role holder will be an essential part of the research support team dedicated to the smooth running of the research operations.

The glass washing and media facility provides glasswashing and sterilisation services and a range of standard solutions for the research groups, including general media, tissue culture media, culture plates, and other products as needed.

The main function of this post is to provide an essential core glasswashing service to the Institute which includes processing dirty and providing clean glassware, autoclaving items solutions and laboratory waste, maintaining equipment and recording/ordering stock as required.

Organisation Chart



Key Responsibilities

Glasswashing Facility	40%
<ul style="list-style-type: none"> • Daily collection of soiled glassware from research area • Washing of glassware and plasticware by automated means or hand washing when required • Supply of sterile plasticware and glassware, including racking plastic tips • Distribution and storage of clean glassware to research areas • Preparation and processing of tissue culture glassware and plasticware • Routine maintenance and care of associated equipment • Leave neat work area following completion of daily activities 	
Sterilization	30%
<ul style="list-style-type: none"> • Daily collection of laboratory waste from research areas • Load, unload and operate autoclave and heat sterilization oven • Adhering to sterile and waste disposal practices • Dealing with bacterial waste as per set procedures 	
Horticultural Support	5%
<ul style="list-style-type: none"> • Autoclaving horticultural waste, complying with GM containment practices • Collection of waste from seed store 	
Record Keeping	15%
<ul style="list-style-type: none"> • Label and date accurately all prepared solutions according to standard Institute procedures for proper identification • Maintain accurate record of all solutions made and delivered for costing purposes, and collate data and monthly input information into costings database • Maintain records of damaged or broken glassware and reorder • Place timely orders to maintain adequate stocks of chemicals and supplies • Upon delivery, check for accuracy of type and quantities of items received 	
Others	10%
<ul style="list-style-type: none"> • Regular cleaning of autoclaves, dryers, dishwashers and washing equipment • Maintaining general tidiness and cleanliness of media, glassware and associated storage facilities • Additional cleaning tasks as required by supervisor including washing up and media prep facility shelves, furniture and appliances • Errands in support of the activities of the Institute • Miscellaneous duties, which may arise, appropriate to the grade in order to assist with the smooth running of the glass washing and media facility • The line manager may also from time to time require the job holder to perform other duties appropriate to the grade of the post. 	

Media Preparation	As required
<ul style="list-style-type: none"> • Test new solutions and recipes as needed • Comply with aseptic working practices • Use of equipment such as pH meter, precision balances, dispenser, microwave, autoclave and filtration • Establishment, adherence to and enforcement of quality control and sterility procedures • Monitoring quality of media and bringing any concerns to the attention of Supervisor • Troubleshoot problems in fabrication or quality of products supplied • Recommend changes to the preparation process to address any quality control issues that arise • Delivery of media to collection points within the Institute, storing appropriately • Leave neat work area following completion of daily activities 	

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	<ul style="list-style-type: none"> • Ideally GCSE's in Mathematics, English and Science subjects, or BTEC in biological sciences.
Specialist knowledge & skills	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office e.g. Word, Excel, Outlook etc. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Extensive experience in laboratory work, including preparation of sterile solutions and quality control.
Interpersonal & communication skills	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Ability to interact at all levels; from supervising assistant staff to discussing media needs and protocols with research staff • Ability to work as part of a team
Relevant experience	<ul style="list-style-type: none"> • Experience in a laboratory environment and use of glasswashing equipment
Additional requirements	<ul style="list-style-type: none"> • Ability to follow complicated instructions • Ability to demonstrate good judgement and prioritisation skills • Ability to work independently and efficiently without supervision • Awareness of when to ask for assistance or additional explanations • Accuracy and methodical working approach to ensure consistent top quality of work • Flexibility and adaptability • Good work ethic

Terms and Conditions

Location	The Sainsbury Laboratory
Working pattern	Part-time at approx. 0.82FTE (30 hours per week)
Hours of work	Your normal hours of work are 30 hours per week, working Monday to Friday. Your times of work will be notified to you by your line manager.
Length of appointment	Fixed term: The funds for this post are available until 31 December 2021 in the first instance.
Limited funding	The funds for this post are available until 31 December 2021 in the first instance.
Probation period	3 months
Annual leave	Full-time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays. Part-time employees' entitlement is pro-rated to the working schedule.
Pension eligibility	Cambridge University Assistants' Contributory Pension Scheme (CPS) Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/ .
Retirement age	The University does not operate a retirement age for assistant staff.

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is Monday 29th May 2017. If you have any questions about this vacancy or the application process, please contact enquiries@slcu.cam.ac.uk.

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world.

The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

The Sainsbury Laboratory

The Sainsbury Laboratory Cambridge University (SLCU) is a research institute funded by the Gatsby Foundation. The aim of the Laboratory is to elucidate the regulatory systems underlying plant growth and development. SLCU will ultimately house approximately 12 research groups each consisting of around 10 researchers. The laboratory runs a range of centrally managed facilities and services including plant growth facilities, microscopy, tissue culture rooms, level 2 containment facility and a seed store.

Further information about the Sainsbury Laboratory is available at: <http://www.slcu.cam.ac.uk>

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
 - A wide-range of training courses and online learning packages.

- The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
- Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
- The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
- Reduced staff fees for University of Cambridge graduate courses.
- The opportunity to attend lectures and seminars held by University departments and institutions.
- Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time. If you prefer to discuss any special arrangements connected with a disability, please contact, Amy Coussell (Senior HR Coordinator), who is responsible for recruitment to this position, on 01223 (7)61115 or by email on Amy.Coussell@slcu.cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.