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University of Sunderland

## Role Profile

### Part 1

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lifechanging



**University of  
Sunderland**

#### Laboratory Support Worker

<b>Job Title:</b>	Laboratory Support Worker
<b>Reference No:</b>	
<b>Reports to:</b>	Technical Staff and Team Manager
<b>Responsible For:</b>	Support
<b>Grade:</b>	A
<b>Working Hours:</b>	37 hours per week
<b>Service:</b>	Technical Services
<b>Location:</b>	Sciences Complex
<b>Main Purpose of Role:</b>	Support Technical staff in the general running of practical work in the Faculty's Healthcare environments, ensuring that high levels of cleanliness are maintained in all work areas
<b>Key Responsibilities and Accountabilities:</b>	<ul style="list-style-type: none"><li>• To maintain cleanliness and tidiness in prep rooms and ward area's, including benches, cupboards and equipment</li><li>• To collect, clean and distribute glassware and other resources/equipment following agreed procedures</li><li>• To operate industrial washing machines</li><li>• To assist Technical staff with general lab cleaning, stocktaking and other general duties</li><li>• To participate in staff training and development programmes commensurate with the post</li><li>• To comply with Service/Faculty and University regulations and procedures at all times</li><li>• Liaise with Technical staff to ensure standards are maintained</li><li>• Any other duties as requested which fall within the remit of the grade</li></ul>
<b>Special Circumstances:</b>	Occasional flexibility of work patterns may be required to work evenings and weekends.



### Part 2A: Essential and Desirable Criteria

	<b><i>Essential</i></b>
	<b>Knowledge and Experience:</b> <ul style="list-style-type: none"><li>• Work experience of cleaning and maintaining work areas to HSE standards and recommendations</li><li>• Proven understanding and application of good customer care and service</li><li>• Good communication skills with the ability to communicate at all levels</li><li>• To be flexible and adaptable in the workplace</li><li>• To participate in staff training and development</li><li>• Ability to work with minimal supervision and prioritise workload, following guidance to meet deadlines</li><li>• Have the ability to lift and move objects, as this role will involve storing and moving consumables and heavy equipment.</li></ul>
	<b><i>Desirable</i></b>
	<b>Knowledge and Experience:</b> <ul style="list-style-type: none"><li>• Previous similar laboratory support work and the ability to handle and clean glassware, often of a fragile nature</li><li>• Operation of industrial glass washing machines</li><li>• Knowledge and an understanding of COSHH regulations</li><li>• Previous Manual Handling Training</li><li>• Previous experience of working in a team</li></ul>

### Part 2B: Key Competencies

<b>Competencies are assessed at the interview/selection testing stage</b>	<b>Communication</b> <p>The role holder receives, understands and conveys straightforward information in a clear and accurate manner. In addition, the role holder receives, understands and conveys information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey information to others</p>
	<b>Teamwork and Motivation</b> <p>The role holder is required to be supportive and encouraging of others in a team, help to build co-operation by setting an example and showing a flexible approach to delivering team results, contribute to building team morale as an active participant in the team.</p>
	<b>Liaison and Networking</b> <p>The role holder is required to carry out standard day to day liaison using existing</p>

	<p>procedures in order to pass on information promptly, keep people informed to ensure co-operation of effort and that work is done effectively. The role holder is required to participate in networks within the institution or externally in order to pass on information promptly, keep people informed to ensure co-ordination of effort and that work is done effectively.</p>
	<p><b>Planning and Organising Resources</b></p> <p>The role holder is required to plan, prioritise their own work or resources to achieve agreed objectives</p>
	<p><b>Sensory and Physical Demands</b></p> <p>The role holder is required to carry out tasks which require either mastery of a range of sensory or physical techniques, concentration to co-ordinate different sense or precision in applying these sensory skills, or involve considerable physical effort</p>
	<p><b>Work Environment</b></p> <p>The role holder is required to understand variability in their working environment and its potential negative effect on the work process or health and safety of the individual or colleagues, determine the level of risk and appropriate response</p>
<b>Date Completed:</b>	May 2019