

CCAP Support Scientist Job Description

1. Job Details

Job Title:	CCAP Support Scientist	Department:	Technical Pool
Line Manager:	CCAP Support Scientist and Laboratory Manager	Grade and salary :	Grade 3 £25,878 per annum
Full Time/Part Time:	Full Time – 37 hrs per week Monday to Friday	Duration of Appointment:	24 months

2. Job Purpose

To support CCAP activities which include the supply of sterile media, the responsibility for media orders, management of the wash-up room and maintenance of chemical lists. In addition, to also support CCAP ARIES Centre activities, and CCAP molecular and cryopreservation activities as required. To follow procedures to ensure compliance with ISO 9001:2015 accreditation, and support CCAP molecular and cryopreservation activities as required.

3. Main Responsibilities

<i>Role Description</i>	<i>Approx. % of time</i>
Main duties and responsibility areas	
<ul style="list-style-type: none"> • To independently prepare sterile media for CCAP culture maintenance and large-scale cultivation for the CCAP-ARIES Centre, including preparing stock solutions and solutions for CCAP-ARIES Centre related equipment. • Responsibility for maintaining CCAP and CCAP-ARIES chemical list; ordering chemicals and adhering to COSSH regulations. • To strictly follow CCAP Quality Assurance documentation and ensure completion of quality forms ensuring compliance with ISO 9001:2015 accreditation. • Supply of media to customers following QA procedures. 	40
<ul style="list-style-type: none"> • Manage CCAP autoclave and wash up facility to ensure continuous supply of clean glassware for CCAP and CCAP-ARIES. Responsible for the calibration of all the equipment in this area. 	10

• Support CCAP-ARIES Centre activities	30
• Support CCAP DNA extraction and cryopreservation activities	15
• Support the delivery of CCAP related CPD courses and teaching.	5
Other	
Be pro-active in the application of SAMS Health and Safety Procedures.	Ongoing

4. Planning and Organising

- Weekly/daily planning to balance the different CCAP activities.
- Planning for order dispatch on monthly/ weekly/ basis.
- CCAP curators submit media requests for up to one month in advance, so job holder plans independently when to prepare them.
- Responsible for organizing and maintaining chemicals and stock solutions for the wide array of media used in culturing CCAP strains and the CCAP-ARIES Centre large scale cultivation.
- Long-term planning around other work commitments to ensure deliverable of CCAP-ARIES and other CCAP projects.

5. Problem-Solving

- Dealing with machinery breakdowns (autoclave, water purifier, dishwasher,) – deciding on what action is required and contacting engineer/ SAMS Facilities/line manager.
- Managing media chemistry problems, prioritizing workload, dealing with hazardous chemicals.
- Supporting CCAP-ARIES centre equipment manager and project delivery.

6. Decision-Making

- Addressing/ advising on media problems; deciding on purchasing consumable items used in own area of work and including CCAP-ARIES related activities.
- Prioritising workload.
- Time management and planning individual activities autonomously.
- Support advising on suitability, pricing and purchasing of equipment needed for CCAP and CCAP-ARIES.

7. Key Contacts/Relationships

- Key relationships with the core members of the CCAP.
- Key relationships with CCAP-ARIES Centre related staff and students.
- Liaising with other staff members/students.
- Liaising with SAMS Facilities and Infrastructure to ensure that laboratories and equipment are maintained, and contracts delivered.
- Providing media advice to customers.

8. Knowledge, Skills and Experience needed for the Job

- 3 years microbiological experience, working in a lab ensuring aseptic conditions, Or BSc with some microbiological lab experience
- Experience of planning, undertaking and “troubleshooting” practical projects
- Good team worker as well as ability to work independently
- Good oral and written communication skills
- Computer literacy

9. Dimensions – Scope of role

- Liaising with 8 members of the CCAP team daily.
- Liaising with students and visitors involved in CCAP and CCAP-ARIES centre activities go to person for training new staff and students in microbiological media preparation
- Complying with CCAP’s ISO accredited Quality Management System; working with visiting scientists and students in laboratory
- Supporting education practical classes; communicating with CCAP customers on media preparation problems

10. Any other relevant information

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.