

# JOB PROFILE

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<b>Job title:</b>	Laboratory Technician
<b>Reporting to:</b>	TBD
<b>Department:</b>	CMC and Research
<b>N° of Direct reports:</b>	0
<b>Location:</b>	Pencoed, UK
<b>Job Details</b>	
<b>Job Purpose:</b>	<p>To manage and maintain an efficient working laboratory environment.</p> <p>To conduct all aspects of general laboratory housekeeping for both research and CMC process development. Including raw material and consumable stock management, chemical management, cleaning of laboratories, cleaning and calibration of laboratory equipment, waste management.</p> <p>To organise the ordering and procurement of raw materials, consumables, and chemicals for use in ReNeuron's Research and Development facility.</p>
<b>Main areas of responsibility:</b>	<p>Maintain an efficient working laboratory environment through:</p> <ul style="list-style-type: none"> <li>• All aspects of general laboratory housekeeping.</li> <li>• Raw material and consumable stock management, including ensuring minimum stock of consumables and reagents.</li> <li>• Raw material and consumable expiry checks.</li> <li>• Raising purchase orders, gaining approval, and ordering for consumables, chemicals, and reagents with approved suppliers via ReNeuron's approved SOP's.</li> <li>• Ensure COSHH and work instructions are in place prior to ordering.</li> <li>• Invoice receiving and gaining approval via ReNeuron's SOP's</li> <li>• Chemical management.</li> <li>• Perform cleaning of laboratories, including performing daily and monthly laboratory cleans for the research and development departments to ensure good housekeeping is maintained.</li> <li>• Cleaning and calibration of laboratory equipment.</li> <li>• Waste management (daily autoclaving) and monthly chemical waste via ReNeuron's approved SOP's.</li> <li>• Liaising with the facilities manager and scientists to organise servicing and calibration of equipment.</li> </ul> <p>Receiving and unpacking deliveries and organizing incoming materials / good for use by laboratory staff.</p> <p>To input into risk assessments and participate in laboratory H&amp;S inspections.</p>

	<p><b>Health and Safety</b></p> <p>You are responsible for familiarizing yourself with the Company H&amp;S policies and procedures ensuring that all rules and regulations are followed within your areas of work to ensure a safe working environment.</p> <p>You must highlight with your line manager any difficulties or misunderstanding or deficiencies in any SOP's Work plans etc that may give rise to a work place risk.</p> <p>You must ensure that all hazards, incidents and accidents are reported to your line manager.</p>	
<b>Person Specification</b>		
<b>Qualification/ Experience required</b>	<b>Essential</b>	<b>Desirable</b>
	HND in a Biological Science	BSc in a Biological Science
	1 – 2 years experience working in a laboratory environment, undertaking laboratory technician duties.	3 – 5 years experience working in a laboratory environment
	Experience with standard computer software programmes (MS Excel, MS Word, MS Powerpoint)	A good understanding of cell biology.
	A good understand of COSHH.	Experience working in a cell / tissue culture laboratory
<b>Skills and Competencies required</b>	<ul style="list-style-type: none"> <li>• An exceptional well organized individual.</li> <li>• A motivated individual committed to being an integral team player.</li> <li>• Good communication skills, both verbally and written, comfortable to meet with all ReNeuron staff.</li> <li>• Knowledgeable and capable of presenting ideas and sharing information appropriately.</li> </ul>	

<ul style="list-style-type: none"> <li>• Individual roles may be predominantly laboratory-based and predominantly focused on supporting R&amp;D laboratory activities.</li> <li>• The role will be based at ReNeuron's R&amp;D facility in Pencoed, UK.</li> <li>• To carry out any other tasks or duties within post holders capability as requested by the Company to meet business needs.</li> </ul>
<ul style="list-style-type: none"> <li>• The Company reserves the right to vary or amend the tasks and responsibilities of the post holder at anytime according to the needs of the Company's business.</li> <li>• Information contained therein is not exhaustive but describes key elements of the function.</li> </ul>

Author: Alicia Campbell / Rachel Challis	Date: 18 <sup>th</sup> May 2022
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