



Job description

Job title	Medical Laboratory Assistant
Directorate	Specialised Microbiology and Laboratories
Pay band	AO
Responsible to	Project Team Leader
Base/location	UKHSA, Porton Down, SP4 0JG
Hours/sessions per week	37.5
Job type	Fixed Term (Until 31 March 2024)

We pride ourselves as being an employer of choice, where Everyone Matters promoting equality of opportunity to actively encourage applications from everyone, including groups currently underrepresented in our workforce. UKHSA ethos is to be an inclusive organisation for all our staff and stakeholders. To create, nurture and sustain an inclusive culture, where differences drive innovative solutions to meet the needs of our workforce and wider communities. We do this through celebrating and protecting differences by removing barriers and promoting equity and equality of opportunity for all.

UKHSA Porton plays an important role in preparing for and coordinating responses to potential healthcare emergencies, including possible acts of deliberate release. The site is certified to ISO 9001: 2015 and a number of laboratories are accredited to UKAS ISO 15189: 2012. UKHSA Porton also hold approval to provide IBMS registration and Virology specialist portfolios to provide a diagnostic service to the UK.

In addition, the centre undertakes both basic and applied research into understanding infectious diseases and manufactures a number of healthcare products, including vaccines and therapeutics.

Short Summary

To work as part of the Porton Lab Covid-19 team, to ensure the clinical service is provided efficiently and to the highest standard.

This job will include routine laboratory work, laboratory housekeeping and

maintenance, recording and ensuring the work is carried out to high scientific, safety and quality standard. The post holder will support a range of diagnostic tests primarily focused on high throughput Covid-19 sequencing but which could include ELISA, IFA and real time molecular assays.

Job description

MAIN DUTIES AND RESPONSIBILITIES

Perform a range of tasks:

- Receive and process materials and/or clinical samples
- Perform preparation and diagnostic testing on a range of clinical samples
- Provide administrative support for sample reception
- Operate a range of equipment, e.g. centrifuges, analysers, safety cabinets, fridges, freezers
- To support a range of sequencing, diagnostic assays and techniques as required, meeting the needs of PHE Porton service provision.
- Produce and maintain reagents to support current testing strategies and for the development of new assays.
- Assist in the identification, evaluation and adaptation of new technologies and diagnostic tests to enhance the laboratories capabilities and to ensure the project area works to a high scientific standard.
- To conform to the working standards outlined by UKAS ISO 15189 and ISO 9001: 2015
- Support UKHSA administrative staff
- Act as a laboratory supervisor ensuring equipment is suitably maintained and calibrated and that documentation relevant to the laboratory is kept up to date.
- Comply with waste disposal protocols
- Operate, maintain, clean and disinfect laboratory equipment safely.
- To identify to management any potential conflicts of interest which may impinge on their ability to perform their duties effectively as defined by UKHSA Conflict of Interest Policy.
- Perform basic calibration and equipment checks.
- Maintain clean safe and tidy working environment. Monitor laboratory stocks and supplies on a daily basis to help optimise use of consumables and to reduce wastage
- Undergo any training requirements as required for the post.
- Play a role in the training of junior and new staff
- To ensure all work in undertaken in accordance with the UKHSA's Code of Safety Practice and to work within a Quality system acceptable with the site.
- To comply with UKHSA policy and procedures.
- To perform any other duties required by the line manager commensurate with grade.
- To escalate risks that cannot be controlled to the Section Head.
- To notify accidents, near misses, dangerous situations and shortcomings in health and safety via the appropriate management structure
- To report any personal sickness (during and after such an event) that may have potentially been caused by or may impact upon work, in line with the UKHSA Sickness Absence management policy. This should take place at return to work interview or sooner if it could be work related (e.g. work place infection)
- As part of a member of staff's duty they are required to participate in a joint

annual review of their work. The process is described in the Human Resources Handbook found on the UKHSA Intranet

- Any other duties within the framework

Other

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Professional development

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

Other

- The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by your line manager.
- The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the division and UKHSA.
- It should be noted that the work of the division is of a confidential nature and must not be communicated to other persons except where required for authorised purposes.

PROFESSIONAL DEVELOPMENT

- Identify, discuss and action own professional performance and training / development needs with your line manager through appraisal / individual development plan. Attending internal / external training events.
- To participate in all mandatory training as required, i.e. fire safety, information governance and all other mandatory training.

KEY WORKING RELATIONSHIPS

The post holder will develop working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to UKHSA This will include:

Internal

- GPM
- Lab manager
- UKHSA Porton colleagues
- Scientists

External

- Suppliers
- Sample collection staff
- Referring laboratory staff
- Stores Team

Other

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Professional development

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

Detailed Personal Specification overleaf:-

Person specification

Description	Essential	Desirable	Assessment
Qualification			
GCSE in Maths and English at Grade C or above. Or Educated to NVQ Level 2 in a relevant subject. Or equivalent level of qualification or equivalent previous proven experience	X		A
NVQ Level 3 in a relevant subject or equivalent qualification. Or significant previous proven experience		X	A
Knowledge and experience Experience as defined by type/level (not length)			
Experience working in a laboratory environment	X		A/I
Experience of working in a regulated quality environment or to a quality standard (e.g ISO, GMP or similar)	X		A/I
Experience of working with clinical samples		X	A/I
Experience using laboratory information management systems (LIMS) or similar electronic databases	X		A/I
Experience of working in a healthcare environment		X	A/I
Experience of working at ACDP Containment Level 3 or 2+		X	A/I
Skills and capabilities			
Ability to work in a team and individually to deadlines	X		A/I
Good communication, organisational and time management skills	X		A/I
Intermediate keyboard skills	X		A/I
Ability to prioritize activities and workload against conflicting demands	X		A/I

Evidence of training and mentoring other staff	X		A/I
Willing to undertake the necessary vaccinations and security clearance	X		I
Able to participate in surge/outbreak cover situations as required	X		I
Equality and diversity			
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	X		I
*Assessment will take place with reference to the following information			
A = Application form I = Interview C = Certificate T = Test			

Vacancy Success Profile

Behaviours	
Seeing the Big Picture	<input type="checkbox"/>
Changing and Improving	<input type="checkbox"/>
Making Effective Decisions	<input type="checkbox"/>
Leadership	<input type="checkbox"/>
Communicating and Influencing	<input checked="" type="checkbox"/>
Working Together	<input checked="" type="checkbox"/>
Developing Self and Others	<input type="checkbox"/>
Managing a Quality Service	<input type="checkbox"/>
Delivering at Pace	<input checked="" type="checkbox"/>
Technical	
Ways to Access this: <ol style="list-style-type: none"> 1. Presentations 2. Assessments 3. Interview questions 	

Experience	
As per advert:	CV <input checked="" type="checkbox"/>
	Statement of suitability <input checked="" type="checkbox"/>
Technical	
Qualifications required:	GCSE in Maths and English at Grade C or above. Or Educated to NVQ Level 2 in a relevant subject. Or equivalent level of qualification or equivalent previous proven experience
Licence(s)	NA
Memberships(s)	NA
Other	NA

Selection Approach

Sift/Shortlisting	
Elements to be assessed	Success Profiles, Technical, Experience
Interview	
Elements to be assessed	Success Profiles, Technical, Experience

Summary

- Panel must not be single gender
- Panel chair must be a grade above the advert and a civil servant
- Highlight whether contractor or civil servant
- All panel members should complete training on equality and diversity and success profiles.

ADDITIONAL INFORMATION

In addition to the job specific requirements above this role will require adherence to the following:

Performance Development and Appraisal

All employees are required to partake in a monthly and quarterly review of their work. The process is described here: Personal development - Performance development and appraisals (ukhsa.gov.uk)

Code of conduct and revalidation process for professionally qualified employee groups

All employees are required to work in accordance with their professional group's code of conduct and revalidation process as appropriate and relevant to their role (e.g. NMC, GMC, Department of Health Code of Conduct for Senior Managers, CIPD, etcetc.).

Information governance

UKHSA processes (collects, uses and shares) large volumes of data and information of different types and forms, including personal data about identifiable individuals. Information governance (IG) is about managing the risks to the confidentiality, integrity and availability of all this data and information.

UKHSA data and information must be managed in accordance with the requirements of data protection and related law, and best practice standards and guidance. As an employee, you are responsible for:

1) protecting the confidentiality of UKHSA data and information by:

- complying with the Data Protection Act 2018 (incorporating the General Data Protection Regulation)

- complying with the common law duty of confidentiality, the Caldicott Principles and the NHS Code of Practice on Confidentiality when processing personal data

- complying with the policies, procedures and guidance in place to protect the confidentiality of UKHSA data and information, for example by: **Field Code** • only accessing the UKHSA data and information you have approval to use for your role, and not sharing this access to UKHSA data and information with anyone else

- not attempting to circumvent the managerial, procedural and technical security controls in place to protect UKHSA data and information

- not processing UKHSA personal data outside UKHSA office sites without approval

2) complying with the policies, procedures and guidance in place to protect the integrity (in other words, the accuracy and completeness) of UKHSA data and information, for example by:

- only altering UKHSA data and information if you have approval to do so as part of your role

3) complying with the policies, procedures and guidance in place to protect the availability of UKHSA data and information, for example by:

- complying with the policies, procedures and guidance on the secure and acceptable use of UKHSA ICT systems and equipment

4) complying with the law and UKHSA policies, procedures and guidance on the management of records, including the proper use of the Government Security Classifications.

5) reporting incidents affecting the confidentiality, integrity and availability UKHSA data and information, for example, unauthorised access to UKHSA data and information, or the loss or compromise of UKHSA ICT systems or equipment

6) completing the annual information governance training appropriate to your role

UKHSA reserves the right to monitor your access to UKHSA data and information, including your use of UKHSA ICT systems and equipment, in order to assure your compliance with data protection and related law, and with the UKHSA policies, procedures and guidance in place to support this.

Failure to comply with these requirements may result in disciplinary action being taken, and sanctions being applied up to and including your dismissal.

You are personally accountable for deliberate or avoidable data protection breaches.

Failure to comply with the Data Protection Act 2018 may result in you being reported by UKHSA to the Information Commissioner's Office, which may lead to criminal prosecution.

Conflict of interests

UKHSA employees must not use their official position, or any information obtained through their role in UKHSA to further their private interests or the interests of others. This means any circumstances where there is, or could be perceived to be, a conflict of interest between the individual's role in UKHSA and any other business or private capacity interests that they are involved with, where the other interests could influence how an individual carries out their role.

In accordance with UKHSA Code of Conduct Policy, and based on the requirements set out in the Civil Service Code, the Civil Service Management Code, you must declare all Outside Interests, both before commencing in-post and within ten working days of any addition or change. Outside interests, be they business, hobby or trade, must not compromise or conflict with the appointment and role in UKHSA.

A key test of whether an Outside Interest could be perceived to be a conflict of interest is where there is a risk that a fair-minded outside observer, acting reasonably, would conclude that there is a real possibility of bias.

A Conflict of Interest Declaration Form must be completed when joining the department and if there is the possibility of a conflict of interest whilst in-post. You must also inform your Line Manager whenever you make a declaration/register an interest.

In addition, the Policy requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public or voluntary organisation) or in any activity which may compete for any contract to supply goods or services to UKHSA. You must register such interests with UKHSA, either on appointment or within ten working days of whenever such interests are acquired.

You should not engage in these activities or outside employment without the written consent of UKHSA, which will not be withheld unreasonably. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interests and your UKHSA duties and that these do not bring, or potentially bring, UKHSA into disrepute.

Diversity

An important part of our mission at the UKHSA is to help reduce health inequalities across the UK. The Covid-19 pandemic highlighted how certain groups are impacted negatively by health inequality, and we want to ensure we learn from these challenges. To do that effectively we need to continue building a talented workforce that represents the diversity of our population. Our ethos is to be an inclusive organisation for all our employees and stakeholders, where differences drive innovative solutions to meet the needs of our workforce and wider communities. This in turn produces more accountable and trusted public services and better decisions; better because they are more attuned to the needs and interests of all our communities, helping to address inequality. We are committed to ensuring our culture and ways of working allow all of our people to thrive at work.

Emergency Response

Given the nature of the work of UKHSA, as a Category 1 responder, you may be required in an emergency, if deemed a necessity, to redeploy to another role at short notice. You may also be required to work at any other location, within reasonable travelling distance of your permanent home address, in line with the provisions set out in your contract of employment.

Health and safety

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed

safety procedures are carried out to maintain a safe environment for service users, employees and visitors.

Centre/divisional directors - are responsible for coordinating health and safety activities in their centres/divisions and will determine the necessary management structure and arrangements. Directors will ensure that their actions and decisions at work reinforce the requirements of UKHSA's health and safety policy and arrangements.

Managers - are responsible for implementing the organisation's health and safety policies and arrangements and for ensuring that risk assessments, safe systems of work, control measures and employee training are up to date and effective. Managers will inspect premises, ensure accidents and incidents are reported/investigated and assist in auditing health and safety management arrangements.

All employees must comply with any health and safety training: report all accidents, incidents, illnesses and untoward occurrences to line management without undue delay and must not interfere with or misuse anything provided in the interest of the health, safety and welfare of other employees.

Risk management

All employees have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

Safeguarding Children and Vulnerable Adults and Disclosure and Barring Service (DBS) (If applicable)

If the post holder is required to have contact with vulnerable adults or persons under the age of 18 then the post holder will be subject to a criminal record check from the Disclosure and Barring Service prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable. All employees must be familiar with and adhere to the UKHSA child protection and safeguarding adult and children policies and procedures. Employees must comply with all statutory legislation and guidance relating to safeguarding children and vulnerable adults. All employees are required to attend child protection and safeguarding adultsadult’s awareness training, additional training and supervision regarding child protection relevant to their position and role.

Job description agreed with the post holder:

Employee signature: Date:.....

Print name:.....

Manager’s signature:..... Date:.....

Print name:.....