

Healthcare Scientific Support Worker/Medical Laboratory Assistant - AO

£20,472 - £22,377 per annum

Manchester University Hospital NHS Foundation Trust, Manchester Labs, Manchester, M13 9WL

Permanent Contract

"This is an exciting opportunity to join one of the largest microbiology departments in England as an AO grade Healthcare Scientific Support Worker/Medical Laboratory Assistant. The Manchester Medical Microbiology Partnership (MMMP) is a collaboration between UKHSA and Manchester University NHS Foundation Trust. The microbiology partnership provides comprehensive routine services and specialist services to a wide range of hospitals across the North West and beyond and also assists in any UKHSA co-ordinated responses or activity of a national/international nature, e.g. Bioterrorism incident or major disease e.g enteric outbreaks, COVID19, SARS.

The department employs around 130 staff and has a workload in excess of 1.2 million specimens covering major clinical specialties including respiratory medicine, transplantation, burns, renal medicine, urology & paediatrics.

The department embraces all aspects of a modern clinical bacteriology service combining traditional methodologies with laboratory automation.

The post holder will act as a laboratory assistant to provide support to the scientific team providing services to patients and clients as an aid to clinical diagnosis".

Location

You will be expected to work 37.5 hours, flexible between the hours of 8am - 8pm Monday to Sunday – this will be a laboratory based role located at the above location.

Please be aware that this role can only be worked from within the UK and not overseas. Relocation expenses are not available.

Working Pattern – Full Time, Part Time, Job Share, Flexible Working,

Responsibilities section:

As the Healthcare Scientific Support Worker/Medical Laboratory Assistant your main responsibilities will include:

- Working as part of Laboratory Team
- Rotate through various managed units within Microbiology
- Sample receipt and handing.
- Sample preparation and reagent preparation following protocols.
- Clerical duties, including use of computers, and data entry, telephone enquiries.
- Provide results service to wards, GPs and other hospitals
- Dealing with patients, visitors and deliveries.
- Monitor and maintain appropriate stock levels, receipt of deliveries and preparation of orders.
- Cleaning and disinfection of equipment and laboratory areas.
- Monitoring and routine maintenance of equipment.
- Perform manual, semi-automated and automated tests according to protocols.
- Disposal of patient samples in accordance with relevant guidelines
- Autoclaving of waste material and patient samples (involves moderate lifting).
- Work in a safe manner in accordance with Laboratory Health and Safety policies and procedures.
- Processing specimens, sub culturing of specimens, cleaning and maintenance of equipment, assisting BMS staff in analytical techniques, and use of automated equipment within Containment Level 3 laboratory.

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The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary.

Essential Criteria:

We are looking for an exceptional Healthcare Scientific Support Worker

It is important through your application and Statement of Suitability of 1250 words that you give evidence and examples of proven experience of each of the following criteria:

Essential

- GCSE or Equivalent
- Previously worked in a laboratory
- Experience of working in a health care environment
- Clear communicator with good writing, data entry and telephone skills ensuring accuracy.
- Ability to work effectively as part of a team.
- Problem solving skills.
- Able to work on own initiative, organising and prioritising own workload to set deadlines.
- An ability to maintain confidentiality and trust.
- Good time keeping.
- Flexible approach to work.
- Ability to follow written protocols.

Desirable

- Evidence of ongoing training and development.

Working for the UKHSA

For more information on the UKHSA please visit: [UK Health Security Agency - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Benefits

- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity
- A Civil Service pension with an average employer contribution of 27%
- Range of health and wellbeing support

Any move to UKHSA from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax Free Childcare. Determine your eligibility at [Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

Selection process details

STAGE 1 - APPLICATION & SIFT:

You will be required to complete an application form. This will be assessed in line with the advertised essential criteria – please do provide evidence of how you meet this.

If you are successful at this stage, you will progress to an interview.

STAGE 2 – INTERVIEW

This competition will involve an interview by video or onsite face to face.

As part of the process, candidates will be invited to interview which will involve an in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification.

Your Statement of Suitability should outline your skills, experience, and achievements, providing evidence of your suitability for the role, with reference to the essential criteria (outlined in the person specification section).

You will also be asked to provide information within the 'Employer/ Activity history' section of the application form. This is equivalent to the information you would provide on a CV, setting out your career history.

Please note that you may be required to provide a presentation or undertake a test at interview.

For further information on the selection process, please refer to the full job description.

Expected Timeline:

Advert close: 23:55hrs on **th ***** 2023 – unfortunately, late applications will not be considered. Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Shortlist: ** *** 2023

Interviews: w/c ** *** 2023

Please note these dates could be subject to change.

Eligibility Criteria

Open to all external applicants (anyone) from outside the Civil Service (including by definition internal applicants)

Nationality requirements

Appointments to roles within UKHSA will be made in accordance with the Civil Service nationality rules. These can be found at <https://www.gov.uk/government/publications/nationality-rules> This job is broadly open to the following groups:

- UK nationals
- Nationals of Commonwealth countries who have the right to work in the UK
- Nationals of the Republic of Ireland
- Nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#)
- Relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
- Relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
- Certain family members of the relevant EU, EEA, Swiss or Turkish nationals

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles.

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a **Disability Confident Scheme (DCS)** for candidates with disabilities who meet the minimum selection criteria.

The Civil Service welcomes applications from people who have recently left prison or have an unspent conviction. Read more about prison leaver recruitment.

Security clearance level requirement

Successful candidates must pass a disclosure and barring security check. Successful candidates must meet the security requirements before they can be appointed. The level of security needed is Basic Personnel Security Standard. People working with government assets must complete Basic Personnel Security Standard checks.

Check just a basic check is required

For posts on UKHSA Civil Service terms and conditions, new entrants to the Civil Service are expected to start on the minimum of the pay band. For existing Civil Servants and roles advertised across government, the rules of transfer apply, i.e., level transfers move on current salary or the pay range minimum, transfers on promotion move to new pay range minimum or receive a 10% increase. Either case is determined by whichever is the highest.

Please Note

This role is to be appointed under Civil Service Terms & Conditions. Full details on the T&C's are found <https://www.ukhsa.reed.com/>

Are you already a civil servant, or employed by a Civil Service Commission accredited public body? Please state home department on your application form.

Do you meet the nationality requirements for this post? <https://www.ukhsa.reed.com/>