

# Candidate Brief

## Microbial Technician

Microbial and Molecular Services (MMS)

CABI Egham

September 2017

## CABI BACKGROUND

CABI is an international not-for-profit organization that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment. CABI is an intergovernmental organization that can trace its origins back to 1910. Our 48 member countries guide and influence our core areas of work, which include International Development and Publishing.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK, the USA and Zambia.

### CABI's Knowledge Business

CABI produces key scientific publications, including CAB Abstracts – the world-leading abstracting and indexing database covering applied life sciences. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. CABI invests its publishing surpluses directly into development projects, helping to improve livelihoods worldwide.

### International Development projects and research

Through knowledge sharing and science, CABI helps address issues of global concern such as improving global food security and safeguarding the environment. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting biodiversity from invasive species, and improving access to agricultural and environmental scientific knowledge.

For more information go to [www.cabi.org](http://www.cabi.org) and [www.plantwise.org](http://www.plantwise.org)

## THE ROLE

<b>Job title:</b>	Microbial Technician (3 Year Initial contract with possibility of further extension depending on performance and business needs)
<b>Salary range:</b>	£18.5k to £20.5k depending on skills and abilities
<b>Grade:</b>	HAY Band 2
<b>Reporting to:</b>	Customer Delivery Coordinator (MMS)
<b>Direct reports:</b>	none
<b>Key peer group:</b>	Other Technical Support staff on site
<b>Location:</b>	<b>Egham, UK</b> - In order to process any applications from nationals outside of the EU and UK, we would require documentation to show the applicant is currently resident and able to work in the in the UK, or is able to relocate by own means and possesses full authorisation from the UK Border Agency (for further information please use the following link <a href="https://www.gov.uk/government/organisations/uk-visas-and-immigration">https://www.gov.uk/government/organisations/uk-visas-and-immigration</a> )

### Purpose of the role:

This post is to provide microbiology laboratory support across MMS, with a particular emphasis on the Diagnostic and Advisory Service (DAS) and the Genetic Resource Collection. The role will focus on isolation, identification and preservation of microorganisms. The position will initially support the receipt, handling and processing of samples received on the Egham site for identification, and the recovery and growth of cultures from the culture collection. Previous experience and proven capability in microbial techniques is essential. Knowledge of Quality Systems operation will be an advantage, as an element of the role will operating within CABI's MMS ISO 17025 quality management system. Candidates should hold a degree in or have extensive practical experience in a biological/biochemical science area with specific training or knowledge in microbiology. The candidate will need to be familiar with microbiological culture, aseptic technique and basic microscopy. Additional experience in one or more applied areas such as plant pathology, identification or preservation would be desirable.

### Key accountabilities:

- Delivery of laboratory work within Quality system to ensure ISO17025 compliance
- Growing, maintaining and preserving microbial cultures
- Isolation of microorganisms from diseased plant material
- Correspondence with customers via email and messaging apps
- Response to enquiries relating to plant disease around the world
- Day-to-day maintenance of the liquid nitrogen suite
- Delivery of competent laboratory work with appropriate data and observation recording to allow full traceability

- Addressing technical requirements across MMS customer areas to ensure adequate balance of service provisions.

## CANDIDATE PROFILE

### Knowledge & Skills

- Knowledge of basic microbial systematic groupings (required)
- Familiarity with microbiological culture techniques (required)
- Good aseptic technique (required)
- Knowledge of microscopy (required)
- Good communication and writing skills (required)
- Knowledge of plants and plant disease (desirable)
- Knowledge of microbial preservation (desirable)

### Education & Qualifications & Experience

- Degree or equivalent in Biological Sciences (required)
- Competence in the MS Office suite of software (required)

### Personal Characteristics

- Ability to work as part of a team (required)
- Self-motivated and able to work with little supervision (required)
- Good organisational skills and ability to manage large workloads effectively (required)
- Flexibility & adaptability (required)

#### NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.

## EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

## HOW TO APPLY

To apply please send the following to [recruitment@cabi.org](mailto:recruitment@cabi.org) quoting Job Reference **34/2017** and stating where you saw this post advertised

- 1) a detailed covering letter describing in full how you meet the candidate profile and to include details of your current remuneration;
- 2) a full Curriculum Vitae;
- 3) the names and contact details of three referees, one of whom must be your current or most recent employer – referees will not be contacted without your prior permission.

**Please note closing date for receipt of applications is 30 September 2017.**

**Interviews are likely to be held within the weeks commencing 16 October and 23 October 2017.**

Please also note that candidates that fail to follow the application instructions above may disadvantage their application at the selection stages.