

## Candidate Information

<b>Position:</b>	Technician
<b>School/Department:</b>	Centre for Experimental Medicine
<b>Reference:</b>	18/106883
<b>Closing Date:</b>	Monday 3 December 2018
<b>Salary:</b>	£24,028 - £27,831 per annum (potential to progress to £29,514 per annum through sustained exceptional contribution)
<b>Anticipated Interview Date:</b>	Tuesday 27 November 2018
<b>Duration:</b>	2 years

### JOB PURPOSE:

The post holder will work in the Wellcome-Wolfson Institute for Experimental Medicine providing technical support for specialised high value equipment.

### MAJOR DUTIES:

1. Set up specialised equipment and apparatus for use by academics and students in practical experiments including of the BD FACS Canto II, BD FACS Aria illu, Helios CyTOF & Bruker Mass Spectrometer Systems and other items which maybe be procured by the Institute.
2. Provide technical advice and guidance to staff and students on the use of specialised equipment to ensure high quality for research. Provision of assistance and training to users in the use and application of the BD FACS Canto II, BD FACS Aria illu, Helios CyTOF & Bruker Mass Spectrometer Systems.
3. Undertake experimental protocols to ensure delivery of experimental data in a timely and rigorous manner. When required contribute to the development of new or improved techniques. Where possible, these should be done according to existing Standard Operating procedures and the Good Laboratory Practice-like standards.
4. Contribute to the development, construction and modification of components/apparatus using full range of techniques for research and project work purposes.
5. Prepare and maintain adequate laboratory records of methods, sample details and results in a timely fashion within specific studies.
6. Prepare and maintain adequate study related records of methods, sample details and results.
7. Adequately operate analytical instruments, and when required, contribute to the development of new or improved methods/techniques.
8. Undertake development/training courses as necessary to keep knowledge and skills up to date and relevant for subject specialism. Apply working knowledge of theory and practice, sharing this knowledge with others as appropriate.
9. Provide training on the use of specialist analytical instruments for which expertise has been acquired.
10. Where necessary, prepare and/or update Standard Operating Procedures, Risk assessments (including COSHH) for protocols related to the research being undertaken.
11. Provide basic maintenance and user calibrations of equipment, organise servicing and engineer calibration as required and ensure all documentation relating to these activities is stored for review. Where possible, maintain and repair equipment/apparatus to ensure it is safe to use and complies with relevant statutory safety regulations. Where not possible, ensure that technical interventions by QUB or external individuals to maintain or repair equipment are undertaken in a timely manner. Ensure general laboratory services and tidiness.
12. Prepare and maintain adequate laboratory stocks and supplies. Determining requirements and initiating orders in compliance with University purchasing procedures.
13. Comply with Health and Safety procedures affecting self and others and ensure Health and Safety practices and abidance to SOPs by lab members are maintained to the highest possible standards in order to maintain a safe working environment.
14. Perform basic IT administration, including scheduled backups and long term secure archiving of end user data.
15. Assisting with the invoicing and charging of equipment users.

16. Carry out any other duties which are appropriate to the post, as may be reasonably requested by the Supervisor.

**Planning and Organising:**

1. Carry out, with minimal supervision, a range of tasks largely but not exclusively according to established procedures
2. Prioritise own work within a general plan to meet targets and deadlines
3. Ensuring reagents, consumables and equipment are available for experiments
4. Assist in the optimisation of new techniques or use of new reagents and troubleshoot as required.
5. Plan layout of the laboratory/workshop as well as assessing requirements and resources needed in advance

**Resource Management Responsibilities:**

1. Take delegated responsibility for the maintenance and repair of scientific equipment
2. Support student learning through the development and demonstration of standard equipment and techniques.
3. Where appropriate carry out some training of laboratory staff.

**Internal and External Relationships:**

1. Daily contact with Academic leads, work colleagues, University staff and students.
2. Liaison with external consultants and contractors, as necessary
3. Some contact with laboratory sales representatives and maintenance engineers.
4. Attendance and involvement with Core Technical and clerical teams.

**ESSENTIAL CRITERIA:**

1. Academic and/or vocational qualifications i.e. OND/ONC and/or NVQ level 3 in scientific laboratory based subject
2. At least 3 years recent relevant work experience to include scientific laboratory work and work with advanced laboratory specific equipment.
3. Specialist skills and knowledge relevant to the job.
4. Comprehensive knowledge of relevant systems, equipment and processes.
6. Good IT skills
7. Well-developed understanding of relevant regulations and procedures including Health and Safety requirements and COSHH regulations.
8. Good communication and interpersonal skills.
9. Ability to develop proficiency in and demonstrate standard equipment and techniques
10. Ability to prioritise own work within a general plan to meet deadlines.
11. Ability to carry out practical laboratory tasks to a consistently high standard.
12. Ability to keep accurate records and provide reports on project progress.
13. Ability to train junior staff and allocate work.
14. Analytical and problem-solving skills.
15. Ability to work in a team and independently.

**DESIRABLE CRITERIA:**

1. MSc Degree level qualification or equivalent in a biomedical relevant subject such as immunology, microbiology, molecular genetics, biochemistry or other similar subject.
2. Experience of any of the following systems:  
Flow Cytometers (BD FACS Canto II, BD FACS Aria illu) and Helios CyTOF and Mass Spectrometer Systems, or Advanced Imaging Systems
3. Knowledge of relevant database and presentation software.
4. Understanding of Good Laboratory Practice.