

Candidate Information

Position:	Technician
School/Department:	School of Biological Sciences
Reference:	18/106944
Closing Date:	Wednesday 5 December 2018
Salary:	£20,836 - £23,334 per annum (potential to progress to £24,771 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Tuesday 18 December 2018

JOB PURPOSE:

To provide specific technical support services to academic, research staff and students in the School of Biological Sciences.

MAJOR DUTIES:

1. Assume delegated responsibility for preparation and deliverance of Biological, Microbiological and Biochemical practical classes for undergraduate and post graduate students.
2. Monitor stock and store levels ensuring all requisite materials and apparatus are available when required.
3. Use various software packages to record and maintain relevant records, draft protocols and catalogue inventories.
4. Develop constructive and co-operative working relationships with all categories of staff and students
5. Streamline methodologies to incorporate new techniques and optimise efficiency of practical classes.
6. Set up, adjust, calibrate, clean and maintain laboratory apparatus
7. Maintain a clean and safe working environment encompassing stores, laboratories and preparation areas.
8. Comply with Health and Safety legislation, drafting risk assessments for procedures and protocols.
9. Provide help and guidance to students and junior staff including demonstration of specialist techniques.
10. Responsibility for classification of Chemical and Biological materials in regards to appropriate storage and cataloguing materials for disposal.
11. Have a clean current Driving License for at least two years.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by Supervisor.

Planning and Organising:

1. Carry out a range of tasks, working mainly within established procedures, but with minimal supervision.
2. Plan own work schedule, responding to new pressures, adjusting priorities as needed.
3. Ensure that components are available so that jobs can proceed as directed.

Resource Management Responsibilities:

1. Have responsibility for the security and maintenance of equipment in the laboratory.
2. Support student learning with demonstration of standard equipment and techniques.
3. May provide standard guidance and advice to junior colleagues/students through on the job training.

Internal and External Relationships:

1. Daily contact with Supervisor, work colleagues, University staff and students.
2. Some liaison with external consultants.

ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications i.e. OND/ONC and/or NVQ level 3 in Biology or Chemistry.
2. 2 years' recent relevant work experience in a laboratory.

3. Experience in one or more of the following areas:
 - Microbiology
 - Biology
 - Biochemistry
4. Technical skills in one or more of the following Techniques:
 - Aseptic technique
 - Media preparation
 - Inoculation and storage of Micro-organisms
 - Preparation of solutions.
 - Working with small volumes.
5. Good understanding of Health and Safety In a Laboratory.
6. Good communication and interpersonal skills.
7. Ability to develop and demonstrate standard equipment and techniques.
8. Computer literate with competency in various software packages
9. Ability to work within established procedures but with minimal supervision.
10. Ability to plan own work schedule responding to new pressures and adjusting priorities in order to meet deadlines.
11. Excellent organisation skills.
12. Problem solving skills.
13. Ability to provide standard guidance and advice to junior colleagues/students

DESIRABLE CRITERIA:

1. Chemistry or Biology to A2 level or higher.
2. Experience in one or more of the following areas:
 - Histology Techniques.
 - Classification of Plant and Animal species.
 - Gel Electrophoresis.
3. Relevant Health and Safety accreditation.
4. Open to self-development through completion of recommended training programmes.