



## Candidate Information

<b>Position:</b>	Laboratory Technician (Teaching)
<b>School/Department:</b>	School of Biological Sciences
<b>Reference:</b>	20/108192
<b>Closing Date:</b>	Monday 20 April 2020
<b>Salary:</b>	£24,461 - £28,331 per annum
<b>Anticipated Interview Date:</b>	Monday 8 June 2020

### **JOB PURPOSE:**

To provide specialist technical services to support teaching in the School of Biological Sciences.

### **MAJOR DUTIES:**

1. Provide technical support and guidance for the provision of practical classes for students in the School of Biological Sciences
2. Prepare, set up and carry out procedures for experiments for use by academic and students according to Standard Operating Procedures and Good Clinical Practice standards.
3. Provide technical support and advice for the development and preparation of specimens and the use of equipment for practical classes using specialised skills and knowledge e.g. the processing of animal samples, and molecular biology techniques e.g. Gel electrophoresis, PCR, ELISA and Microbiology techniques.
4. The role will involve making available various plant, animal species and perishable items essential to the support of Undergraduate Teaching including a variety of Fresh water and Marine organisms.
5. Day to day management of laboratories and associated spaces. Responsible for the day to day servicing of the laboratories.
6. Responsibility for day to day optimisation/performance of the equipment.
7. When required, contribute to the development and validation of new or improved methods/techniques and instrumentation based on technical knowledge and experience. Where necessary create new Standard Operating Procedures.
8. Maintenance and optimisation of sample preparation SOPs.
9. Carrying out risk assessments for the preparation and use of reagents, chemicals, equipment and procedures by self and others in your research group.
10. Carry out and assist staff and students with SOPs.
11. Collate and store accurate records using paper and computer based systems and the preparation of data for inclusion in presentations and publications.
12. Interface regularly with members of the team to provide quality technical resource in a range of techniques.
13. Interface with collaborative partners on a technical level as required.
14. Ensure that a high standard of laboratory tidiness and cleanliness is maintained at all times.
15. Ensure that all staff and students comply with Health and Safety regulations. Provide guidance and maintain safety records generated by the users, e.g. COSHH.
16. Responsible for maintaining stock levels ensuring chemicals and equipment for classes are ordered well in advance. This will also involve processing of animal samples e.g. liver and thymus to ensure there is sufficient stock for classes.
17. To undertake any other reasonable duties, within the general remit of the post and competence of the post-holder, in with the changing needs and demands of a dynamic research environment.

### **Planning and Organising:**

1. Prioritise own work within a general plan to meet targets and deadlines.
2. Plan layout of the laboratory/workshop as well as assessing requirements and resources needed in advance.
3. Plan future work in consultation with line manager.
4. Plan own work schedule, responding to new pressures, adjusting priorities as needed.

5. Work in compliance with relevant Health and Safety regulation, Data Protection Act and University policy legislation and regulations, eg. Human tissue Act, Equality & Diversity, etc.

**Resource Management Responsibilities:**

1. Take delegated responsibility for the maintenance and repair of scientific equipment.
2. Responsible for monitoring general consumable stock levels and procurement of consumables and equipment. Take delivery of goods and store in accordance with local and statutory guidelines.
3. Responsibility for routine oversight and general maintenance, servicing and repairs to equipment within the work area.
4. Support student learning through the development and demonstration of specialised equipment and techniques.
5. Provide ongoing technical guidance, support and skills training to junior colleagues and students in various experimental research methods and their application

**Internal and External Relationships:**

1. Daily contact with Chief Technician, Lab Supervisor, Technicians, work colleagues, University staff and students.
2. Working with external partners when necessary in the normal course of carrying out duties of the post.

**ESSENTIAL CRITERIA:**

1. Academic and/or vocational qualifications ie OND/ONC and/or NVQ level 3 in relevant subject (or equivalent).
2. Three years relevant work experience to include experience in Biological Science Techniques (e.g Microbiological, Cell Culture, PCR, Eliza, Electrophoresis).
3. Experience in at least 2 of the following:
  - Laboratory protocols
  - Health and safety
  - Stock control and requisitioning
  - Management of Inventory
4. Competent computer skills, including proficient use of MS Excel.
5. Well-developed understanding of relevant regulations and procedures including Health and Safety requirements.
6. Good communication skills and ability to construct clear data presentation and reports.
7. Ability to prioritise own work within a general plan to meet deadlines.
8. Ability to keep accurate records.
9. Excellent interpersonal skills to facilitate teamwork and communication.
10. Willingness to undertake further professional development as necessary.
11. Occasional work outside normal working hours as required.

**DESIRABLE CRITERIA:**

1. Degree level qualification or equivalent in a relevant subject.
2. At least one years' recent relevant experience in a teaching laboratory to include: overseeing a laboratory facility on a day to day basis and managing laboratory resources.
3. Experience working with large-scale practical experiments to include student numbers and/or materials.
4. Experience of providing health and safety guidance and advice to students and/or staff.