



Candidate Information

Position: Teaching Technician - Pharmacy - Part time (0.6FTE)
School/Department: School of Pharmacy
Reference: 21/109326
Closing Date: Monday 8 November 2021
Salary: £18,852 - £21,686 per annum, pro rata.
Anticipated Interview Date: Wednesday 17 November 2021

JOB PURPOSE:

To provide a technical support service to academic and research staff and students.

MAJOR DUTIES:

1. Set up standard laboratory equipment for teaching purposes following a clear brief supplied by others.
2. Operate computerized labelling system and process regular backups to database in preparation for practical classes.
Troubleshoot issues with assistance from external supplier of software.
3. Operate and carry out routine maintenance on standard laboratory equipment as directed. Ensure general laboratory safety and tidiness.
4. Monitor levels of stocks and ensure that equipment and work area are ready to use when required.
5. Prepare technical procedures e.g. samples and solutions, following clear instructions.
6. Provide technical assistance and demonstrate techniques to students and staff for teaching purposes as and when required.
7. Perform duties in a professional manner paying attention to detail.
8. Comply with Health and Safety procedures affecting self and others.
9. 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 standard tasks, working within established procedures.
2. May prioritise duties within own work schedule, but refer to Supervisor for prioritising and scheduling of non standard work.

Resource Management Responsibilities:

1. Have some responsibility for the security and routine maintenance of equipment in the laboratory.
2. Provide some support student learning through the development and demonstration of standard equipment and techniques.

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 ie 5 GCSE's A-C and/or NVQ level 2 in relevant subject (or equivalent).
2. 1 year's relevant experience to include:
 - Working in a research or teaching laboratoryOR
 - In a role involving preparation/dispensing of medicines.
3. Working knowledge of relevant systems, equipment and processes.
4. Experience of using/maintaining general laboratory equipment.
5. Understanding of relevant regulations and procedures including Health and Safety requirements to include COSHH or equivalent.
6. Basic IT competency.

7. Good communication and interpersonal skills.
8. Ability to develop and demonstrate standard equipment and techniques.
9. Ability to prioritise within own work schedule.
10. Problem solving skills
11. Occasional work outside normal working hours may be required.

DESIRABLE CRITERIA:

1. Experience in the following:
 - hospital dispensary/pharmacy.
 - pharmaceutical manufacturing.