

Candidate Information

Position: Senior Technician/Floor Manager
School/Department: Pharmacy
Reference: 22/109825
Closing Date: Monday 6 June 2022
Salary: £28,756 - £33,309 per annum
Anticipated Interview Date: Friday 17 June 2022
Duration: Permanent

JOB PURPOSE:

Act as a Senior Technician/Floor Manager in the School of Pharmacy with the responsibility for a specific set of major laboratories including specialised laboratories and associated space.

The main responsibility is to manage multipurpose laboratories, associated space and select items of shared equipment. This post is responsible for planning for the resource needs and facilitating the day-to-day operation of general laboratory facilities, health and safety procedures and related activities.

Two posts are available:

- Post 1: Senior Technician/Floor Manager-MBC
- Post 2: Senior Technician/Floor Manager-RVH

Please indicate your preference on the application form.

MAJOR DUTIES:

1. Organise and oversee the general day to day operation of several floors of general and specialised laboratories used by members of multiple research groups within the School. Oversee essential technical support services and infrastructure for the areas assigned.
2. Ensure proper care and maintenance of highly sophisticated laboratories, associated equipment and infrastructure. To diagnose and rectify faults in research equipment, and organise repair as necessary.
3. Develop and maintain complex technologies and provide technical expertise to support a broad range of research techniques relevant to area. Provide guidance to research staff and students on development of research techniques as required.
4. Provide technical supervision of members of junior technical staff. Provide training for junior staff as required. Assist with the supervision of undergraduate and postgraduate student research projects.
5. Delegated responsibility for all buildings related fault reporting in the relevant laboratories. Liaise with QUB estates and external contractors in relation to repairs and minor works where required. Designated responsibility for monitoring and updating access control requests.
6. Responsibility for management of shared consumable budget for designated areas, ordering of equipment and consumables, monitoring their use and providing detailed estimates to facilitate forward planning of maintenance costs, research budgets and laboratory work.
7. Liaise with external suppliers and contractors in relation to laboratory consumable and equipment purchasing. Assist the clerical team to ensure timely completion of financial records/procedures.
8. Monitor and maintain a safe working environment to ensure that Health and Safety procedures and relevant legal requirements are met. Participate in monthly laboratory audits including COSHH audits and guidance.

9. Provide laboratory induction and health & safety training for both students and staff. Regular update and review of training content to reflect best practice within the school. Liaise with other senior members of technical staff to coordinate review & delivery of training throughout school.
10. Liaise with senior technicians responsible for other areas of the School and to be aware of facilities, technologies, equipment etc. available elsewhere in the School and throughout faculty.
11. Responsibility for monitoring the equipment registry and making necessary adjustments including additions and deletions where required. Carry out monthly inventory audits and updating the system where required.
12. Maintain appropriate records of materials, stocks and equipment and ensure comprehensive documentation are maintained for audit purposes, e.g. safety checks, protocols, COSHH etc.
Review and update safety/training records as appropriate.
13. Responsibility for management of bottled gas and liquid nitrogen supplies. Liaise with suppliers to maintain ongoing supply as required to meet business needs. Liaise with estates and suppliers to arrange regular inspection and servicing of gas manifolds.
14. Undertake any other reasonable duties within the general ambit of the post in accordance with the work of a dynamic and interactive team.

ESSENTIAL CRITERIA:

1. At least a HNC/HND (or equivalent) and/or NVQ level 4 in a scientific subject.
OR
Substantial relevant experience working in a multi-functional laboratory.
2. At least 4 years recent work experience in a technical role within a multifunctional laboratory to include:
 - Experience providing technical support for complex analytical techniques.
 - Experience with regular health and safety auditing including COSHH.
3. Minimum of 1-year experience managing a multi-functional laboratory to include managing operations, resource needs, health and safety and related activities.
4. Experience of supervision of staff and/or students.
5. Competent in the use and care of a range of laboratory equipment and processes.
6. Well-developed Health and Safety knowledge of regulations and procedures.
7. Good understanding of Health and Safety regulations, Good Laboratory Practice systems and other relevant legislation.
8. Good organisational skills.
9. Demonstrates the ability to train staff and students in use of equipment and techniques in area of expertise.
10. Well-developed oral and written communication skills.
11. Knowledge of all relevant computer systems.
12. Demonstrates the ability to supervise staff, students and laboratory users.
13. Self-motivated, industrious and committed to fulfilling the aims of the School.
14. Demonstrates logical reasoning skills.
15. Able to work without supervision.
16. Able to maintain confidentiality regarding sensitive research material.
17. Occasional work outside normal hours as required.
18. Prepared to take part in 'on call' rota for cold storage monitoring.

DESIRABLE CRITERIA:

1. Degree (or equivalent) in a scientific subject.
2. Experience in various cell biology, molecular based techniques and associated equipment e.g. Gel electrophoresis, Flow cytometry, Multi-mode Plate reader.
3. Experience supervising and running cell culture facilities.