# Candidate Information

**Position:** Senior Technician
**School/Department:** School of Biological Sciences
**Reference:** 22/110255
**Closing Date:** Monday 17 October 2022
**Salary:** £29,619 - £34,308 per annum
**Anticipated Interview Date:** Wednesday 9 November 2022
**Duration:** Permanent

## JOB PURPOSE:

Act as a Senior Technician in the School of Biological Science in the Sustaining Ecosystems and Biodiversity (SEB) Research Theme with the responsibility for managing multipurpose research 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 and associated equipment, health and safety procedures (laboratory and field work) and related activities.

### MAJOR DUTIES:

1. Organise and oversee the general day to day operation of a set of general and specialised laboratories in the Sustaining Ecosystems and Biodiversity (SEB) Research Theme including environment controlled and behavioural observation research facilities.
2. Organisation of and attendance on undergraduate residential field courses where it is necessary to provide technical support and additional specific expertise for teaching and demonstrating. Field course organisation involves many aspects that ensure the provision of transport, accommodation, equipment, medical and dietary requirements are all met.
3. Responsible for the collection of terrestrial, fresh water and marine specimens for use within SEB and the undergraduate laboratories.
4. 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.
5. Monitor and maintain a safe working environment to ensure that Health and Safety procedures and relevant legal requirements are met. Ensure compliance and adherence to Health and Safety procedures. Conduct lab inspections, document and record findings/solutions for safety audit purposes. If necessary, undertake the role of COSHH supervisor etc.
6. Arrange and manage ordering of equipment and consumables, monitor their use and provide detailed estimates to facilitate forward planning of maintenance costs, research budgets and laboratory work within the area.
7. Develop and maintain complex technologies and provide technical expertise to support a broad range of research techniques relevant to area.
8. Undertake, monitor and ensure compliance checking of Risk Assessments as required.
9. Liaise with suppliers, including obtaining quotes, liaising with purchasing/procurement, assisting with formal tendering processes and supporting the clerical team to ensure timely completion of financial records/procedures.
10. Liaise with Senior Technicians responsible for other research areas of the School and to be aware of facilities, technologies, equipment etc available elsewhere in the School.
11. Provide technical supervision and/or line management of junior technical staff. Deliver student lab induction and safety training sessions as required, ensuring all researchers receive the appropriate information and training. Provide training for researchers on selected items of research equipment, as agreed by the research theme Leader or Co-lead.
12. Maintain appropriate records of materials, stocks and equipment and ensure comprehensive documentation is maintained for audit purposes, e.g. relating to safety checks, protocols, Health and Safety checklists, risk assessments, COSHH forms etc.
13. Delegated responsibility for the equipment registry for the Sustaining Ecosystems and Biodiversity (SEB) Research Theme. Responsible for undertaking regular reviews of inventory for school records and auditing purposes.

14. Assist with the setting up in the under graduate teaching laboratories if required and responsible for supporting PGR student within the Sustaining Ecosystems and Biodiversity Research Theme area.
15. Ensure a culture of good laboratory practice with an ethos of team-work, collegiality and support for all.
16. Undertake any other reasonable duties within the general ambit of the post.
17. Endeavour to adopt and advise on best practice in achieving sustainable laboratories through the adoption of green laboratory approaches, reducing the use of disposable plastics and identifying new ways to reduce the overall carbon footprints of laboratory research.

**ESSENTIAL CRITERIA:**

1. Academic and or vocational qualifications i.e. HNC/HND, NVQ level 4 or equivalent standard in a relevant subject; OR Substantial relevant experience working in a multi-functional laboratory.
2. At least 4 years recent work experience in a multi-functional laboratory to include:
   • Significant responsibility for multi-functional laboratories;
   • Experience of supervision of staff and students; and
   • Experience monitoring health and safety in a laboratory.
3. At least 2 years' experience providing technical support and demonstrating complex techniques in a biological sciences laboratory.
4. Competent in the use and care of a range of laboratory equipment and processes.
5. Well-developed Health and Safety knowledge of regulations and procedures.
6. Well-developed oral and written communication skills.
7. Ability to train staff and students in use of equipment and techniques in area of expertise.
8. Ability to supervise staff, students and laboratory users.
9. Self-motivated, industrious and committed to fulfilling the aims of the School.
10. Ability to work without supervision.
11. Ability to maintain confidentiality regarding sensitive research material.
12. Flexibility to work the hours required for the job.
13. Occasional work outside normal hours as required.

**DESIRABLE CRITERIA:**

1. Degree level qualification (or equivalent) in a relevant area.
2. D1 driving license.
3. Experience of providing health and safety guidance and advice to students and/or staff.
4. Experience in identification of invertebrates.
5. Experience in computer based statistical data analysis.
6. Experience in the development and or/implementation of standard operating procedures.
7. Experience in the adoption of sustainable laboratory practices such as the move towards green laboratories.
8. Knowledge of research governance as it relates to the University.