

## Candidate Information

**Position:** Technician  
**School/Department:** Pharmacy  
**Reference:** 23/111294  
**Closing Date:** Monday 16 October 2023  
**Salary:** £25,641 - £28,539 per annum  
**Anticipated Interview Date:** Thursday 26 October 2023

### JOB PURPOSE:

To provide specific technical support to the Pharmaceutical Sciences BSc course and assist with wider research support within the School of Pharmacy.

### MAJOR DUTIES:

1. Prepare and setup all equipment and materials required for practical classes related to the BSc in Pharmaceutical sciences. Assist with setup for practical classes related to Pharmaceutical technology.
2. Demonstrate techniques related to the pharmaceutical sciences practical classes and a range of specialised equipment.
3. Maintain, clean, test and repair equipment ensuring it is in full working order. Ensure general security of equipment and of laboratory areas.
4. Set up equipment for teaching and research experiments following clear guidelines and/or procedures. Advise students and staff in the design and development of basic apparatus for research, project work and teaching purposes.
5. Monitor stock levels ensuring all consumables and materials are available when required. Maintain relevant records for the purposes of audit.
6. Monitor relevant health and safety protocols for practical classes and research areas. Advise students and staff on safety protocols and waste disposal procedures. Provide training and guidance in these areas as required. Assist with auditing and compliance of Health & safety standards.
7. Ensure all relevant documentation is in place for practical class work by students including appropriate SOPs, risk assessments and COSHH forms.
8. Provide laboratory induction training and guidance on health & safety to new PhD students and visitors. Provide induction on general lab protocols and good lab practice to post graduate students and visitors.
9. Carry out precision measuring/testing of equipment following clear set procedures. Troubleshoot equipment as required and carry out routine calibrations.
10. Carry out any other duties in relation to the post as may be reasonably requested by supervisor.

### ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications e.g. NVQ level 3, 2 A Levels, ONC/OND, City and Guilds level 3 or equivalents in a relevant subject.
2. 2 years' recent relevant technical laboratory experience to include:
  - 1 year practical experience in a teaching laboratory or setting up practical classes.
  - Experience working with a range of general lab equipment such a pH meters, Balances, Water baths.
  - Knowledge of health and safety protocols and associated documentation.
  - Knowledge of waste disposal procedures.
3. Working knowledge of relevant systems, equipment and processes.
4. Good understanding of relevant regulations and procedures including health and safety requirements.
5. Good communication and interpersonal skills.
6. Ability to develop and demonstrate standard equipment and techniques.
7. Ability to work within standard procedures but with minimal supervision.

8. Ability to plan own work schedule, respond to new pressures and adjust priorities.
9. Ability to provide standard advice and guidance to junior colleagues and students.
10. Logical approach to problem solving.

**DESIRABLE CRITERIA:**

1. Experience with equipment to include:
  - UV Spectrophotometer.
  - Pharmaceutical dispensing equipment.
  - Basic HPLC experience.