

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post Details** | | **Last Updated:** 27/07/2022 | | |
| **Faculty/Administrative/Service Department** | Faculty of Health & Medical Sciences | | | |
| **Job Title** | Senior Laboratory Technician - Biochemistry | | | |
| **Job Family** | Technical & Experimental | | **Job Level** | 3 |
| **Responsible to** | Research Laboratory Manager | | | |
| **Responsible for (Staff)** | N/A | | | |
| **Job Purpose Statement**  The post holder will be responsible for the daily management and associated maintenance and running of the Cardiology Laboratories to ensure their safe, efficient operation in the School of Biosciences and Medicine. The post holder will undertake a role in radiation protection, monitoring, supervision, and record keeping. participate in teaching and supporting undergrad taught students in good laboratory and technical practices within the project laboratory.  The post holder will therefore be responsible for the smooth operation of the Faculty biochemistry research laboratories ensuring that appropriately skilled technicians are in place at the right time to ensure teaching and research is supported in a best practice model and Health and Safety regulations are complied with. | | | | |
| **Key Responsibilities** This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) | | | | |
| 1. Responsible for the day to day running of all cardiology laboratories, ensuring smooth operation of the laboratories and training appropriately skilled support staff to assist in this role 2. Undertake a Radiation Protection Supervisor (RPS) course and along with laboratory manager and other RPS assist in RPS duties. Attend meetings and inspections implement any associated actions. Keep accurate records. 3. Assist in providing bespoke technical training support, alongside UG project students undertaking research projects within the area of responsibility. 4. Be willing to learn new laboratory techniques as part of a yearly summer project that can be utilized in the UG taught research projects. 5. Work with academic and technical staff to make recommendations for the purchase of new research equipment to ensure that the laboratory is up-to-date and offering the best service. 6. Responsible for coordinate the servicing, testing, repair, and maintenance of laboratories scientific equipment. This will involve liaison with other members of the technical team, the external suppliers, and research groups to limit downtime of essential facilities. Ensure accurate associated records. 7. Assist laboratory manager to Implement Health & Safety policies in the research laboratories, writing SOPs, lab inductions, inventories, equipment records, lab inspections & assisting lab users with documentation (Risk Assessment, CoSHH, etc). 8. Work closely with the Faculty Health & Safety team to establish/maintain safe working practices in the research labs, contributing positively towards the adoption of best practice models and the growth of the health and safety culture. 9. Act as a laboratory lead for the QPulse document repository, providing support to all laboratory personnel requiring access to QPulse.   **N.B. The above list is not exhaustive.** | | | | |



|  |
| --- |
| **All staff are expected to:**   * Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. * Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. * Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. * Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. * Undertake such other duties within the scope of the post as may be requested by your manager. * Work supportively with colleagues, operating in a collegiate manner at all times.   **Help maintain a safe working environment by:**   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. * Following local codes of safe working practices and the University of Surrey Health and Safety Policy. |
| **Elements of the Role**  This section outlines some of the key elements of the role, which allow this role to be evaluated within the University’s structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role. |
| **Planning and Organising**   * The post holder should work in a proactive and flexible manner, planning and prioritising their workload accordingly. On occasions the post holder will be faced with a variety of conflicting demands and will be required to re-assess and re-prioritise his/her work accordingly. * The post holder will be expected to implement a dynamic approach to problem solving to achieve the most expeditious solutions. * The post holder is expected to work closely with the research manager in planning to ensuring all of the Virology laboratory support needs are met |
| **Problem Solving and Decision Making**   * The post holder will be expected to exercise judgement when faced with more unusual queries or when problems are encountered such as equipment malfunction. They will be expected to proactively find the most expeditious solutions to problems to minimise any disruptions within the laboratories. * The post holder may refer to line management for more complex matters or where further guidance is required, but the post holder will be expected to act on and implement the guidance or solution that has been discussed. * Problem solving and decision making are therefore integral to many elements of the work undertaken by the post holder. * Errors in judgement or failure to carry out a particular task could result in damaging equipment or risking students’ and staffs’ personal safety. |
| **Continuous Improvement**   * The post holder is expected to maintain knowledge of new developments in the field and advise key staff on the need to update/change the facilities, implementing them under the approval of the Research Manager and Technical Services Manager who holds ultimate budgetary responsibility. * In order to maintain the necessary level of expert knowledge of the instrumentation, the post holder will be expected to ensure their training is kept current. |
| **Accountability**   * The post holder is responsible for the safety and security of the laboratory space and equipment. This includes monitoring and maintaining a safe working environment within the laboratories, |



|  |
| --- |
| ensuring that the environment and equipment meets Health and Safety requirements and that any procedures, including waste disposal, are carried out in compliance with their associated regulations.   * During their day-to-day activities, the post holder is expected to apply an in-depth knowledge of the instrumentation within the laboratories and its applications, and to provide technical support, advice and solutions (within their specialist technical area) to staff, students and clients. * The post holder is expected to respond confidently and in a timely manner to problems/issues such as equipment malfunction and prioritisation. They are expected to apply well-established processes and procedures and technical and working knowledge to assist undergrad students in the design and preparation of experiments, oversee and supervise junior technical staff on the general support and monitoring duties in the laboratories. |
| **Dimensions of the role**   * The post holder will be required to use their professional expertise and experience to establish processes, procedures and quality standards. * The post holder will be required to contribute towards establishing a strong team of technical staff to provide frontline technical support for the virology laboratories and associated users. * The post holder in conjunction with the laboratory manager will be responsible for the day-to-day support and operation of the virology laboratories. |
| **Supplementary Information**   * The post holder will work under the management of the Research Laboratory Manager and Technical Services Manager and will liaise and interact with other technical staff to deliver the post   goals. They will work alongside academics   * As directed by the Technical Services Manager, provide cover for other areas within the Technical Support Team if necessary to meet the business needs |



|  |  |  |
| --- | --- | --- |
|  | | |
| **Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. | | |
| **Qualifications and Professional Memberships** | |  |
| Degree, HNC, A level, NVQ3 or equivalent standard in the relevant specialist area;  Or  Broad practical experience in a relevant technical or scientific role. | | E |
|  | |  |
| **Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance). | **Essential/ Desirable** | **Level 1-3** |
| Solid relevant laboratory support knowledge and experience in a biochemistry related field along with some teaching experience | E | 2 |
| Excellent observational skills, accuracy and attention to detail | E | 2 |
| Comprehensive understanding of Health and Safety Legislation and best practice | E | 3 |
| Technical expertise in Cryostat work | D | 2 |
| Confident user of Microsoft Office packages (Word, Excel, Outlook, PowerPoint) | E | 2 |
| Experience of using Q-pulse | D | n/a |
| **Special Requirements:** | | **Essential/ Desirable** |
| Willingness to participate in an on-call rota to provide on-site attendance in case of an emergency | | E |
| Willingness to undertake specific Health & Safety training as per the Faculty arrangements | | E |
| Willingness to training as radiation protection supervision | | E |
| **Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade. | | **Level 1-3** |
| Communication Adaptability / Flexibility  Customer/Client service and support Planning and Organising  Continuous Improvement  Problem Solving and Decision Making Skills Managing and Developing Performance Creative and Analytical Thinking Influencing, Persuasion and Negotiation Skills | | 3  2  3  2  2  2  2  1  1 |
| This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. | | |



|  |
| --- |
| Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose. |
| **Organisational/Departmental Information & Key Relationships** |
| **Background Information**  The technical support team within the Faculty of Health and Medical Sciences provides support to the three Schools (Biosciences and Medicine; Veterinary Sciences; and Health Sciences). Working closely with the School of Biosciences and Medicine and within the Department of Cardiology, the technical team contribute to the Department’s teaching at undergraduate and postgraduate level |
| **Departmental Structure Chart** |
| **Relationships**  **Internal**   * Undergraduate and Postgraduates by assisting with experiment design and familiarise them with safety issues and COSHH assessments. * Estates and Facilities – to report faults and overseeing their work within restricted areas. To discuss waste disposal (hazardous chemicals and surplus equipment). * Health & Safety Office. * The post holder will work under the management of the Research Laboratory Manager and will liaise and interact with other technical staff to deliver the post goals. * They will work alongside academic staff with regard to the running of undergraduate and postgraduate research laboratories using the relevant equipment.   **External**   * Technical engineers, both maintenance and repair engineers to explain faults and ensure work is completed to equipment performance standards. * Relevant suppliers and external contacts in order to discuss laboratory chemicals and equipment |

