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| **Post Details** | | **Last Updated:** 19July 2022 | | | |
| **Faculty/Administrative/Service Department** | Faculty of Health & Medical Sciences | | | | |
| **Job Title** | Senior Laboratory Technician – Nutrition, Food and Exercise Sciences | | | | |
| **Job Family** | Technical & Experimental | | **Job Level** | 3 | |
| **Responsible to** | Research Laboratory Manager | | | | |
| **Responsible for (Staff)** | N/A | | | | |
| **Job Purpose Statement**  The post holder is responsible for providing specialist technical support to staff and students in the department of Nutrition, Food and Exercise Sciences. This will include the running of the equipment and preparation of samples under the direction of the Laboratory Manager; the post holder will be expected to play a key role in the safe operation of the research laboratories in accordance with standard operating procedures and best practice. . The post holder will be required to have a keen interest in nutrition, health and sports sciences research and willing to work across a wide variety of areas . | | | | | |
| **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 a research laboratory to ensure general tidiness, safety and that appropriate levels of stock materials are maintained. 2. Responsible for the correct disposal and processing of waste and dirty glassware; 3. Consult with academic staff within the department regarding the setting-up of experimental systems and research apparatus, including assisting with experimental design, planning and progress of work, and the development of research procedures and techniques to meet research needs, making desirable modifications as directed by Research Laboratory Manager. 4. The post holder is expected to learn how to perform a number of laboratory techniques in food chemistry, molecular biology and microbiology and provide technical advice, training and assistance to staff and research students in the application of techniques and use of equipment from development and design to preparation and application. Keep up to date with advancements in the area, so as to ensure the department is up-to-date and relevant. 5. The post requires keen engagement with all sections of the department including assisting the Sports and Exercise science section with biochemical assays. 6. Coordinate and oversee the testing and repair of scientific equipment and apparatus within the faculty. This responsibility will involve liaison with external suppliers and research groups to ensure minimum down-time of essential facilities. Maintenance of service records including test certificates. Ensure maintenance and calibration of laboratory equipment to required performance standards 7. Advise and monitor compliance with all aspects of Health and Safety in the research laboratories. Including training lab users, giving lab inductions, maintaining equipment records, lab inspections and implementing H&S policies as directed by the Research Lab Manager. 8. Responsible for the provision and safe working of gas (including CO2) handling within the School of Biosciences. This responsibility will include control of relevant storage facilities and delivering training to users of this facility. 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 reassess and reprioritise his/her work accordingly | | | | | |
| **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 will be expected to develop procedures and protocols for the technical support activities in the research areas. * The post holder will be expected to make suggestions to their line manager for consideration of capital equipment bids for research equipment (for example either to provide new facilities, or to replace ageing and obsolete equipment). * It is expected that he/she will apply their skills and knowledge in order to make recommendations for improvements to the efficiency and effectiveness of the service offered. | | | | | |
| **Accountability**   * The post holder has responsibility for assisting in the day-to-day running of the research laboratories for undergraduate and postgraduate students and for ensuring that laboratory techniques offered are conducted with optimum effectiveness. * The post holder will work with limited guidance and under general instructions from their Research Laboratory Manager, exercising discretion and judgement when addressing and resolving daily problems or issues on a wide range of routine matters * They must possess an awareness of the options available to them and be able to make effective and appropriate decisions in order to meet agreed deadlines and ensure events are dealt with promptly. | | | | | |
| **Supplementary Information**  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 the research laboratories using the relevant equipment.  As directed by the Technical Services Manager, work in other areas within the Technical Support Team on a temporary basis if necessary to meet the business needs.  The current equipment in the Nutrition, Food and Exercise Sciences wet labs are:  Soxhlet extractor, Kjeldahl protein analyser, pH Stat, Texture analyser, Water activity meter, Moisture analyser, spectrophotometers, High performance liquid chromatographs with UV detectors, Differential Scanning Calorimeter, Rheometer, Rotary evaporator, Colorimeter, Plate readers including one with a CO2 module, Thermal cyclers, Cytation 5, Microscopes, Category 2 MSC units for tissue culture and microbiological work, Clinical Chemistry analyser and a Haematology analyser. The successful candidate will be expected to have experience in some, but not all, of these instruments. | | | | | |
| **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** | | | | |  |
| HNC, A level, NVQ 3 or equivalent standard in the relevant specialist area  or  Broad practical work experience in a relevant technical role acquired through a combination of job-related training and considerable experience. | | | | | 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** |
| Understanding of Health and Safety legislation and issues | | | | E | 3 |
| Ability to advise and provide suitable training for staff and students on the relevant procedures to conduct specialist experiments and the routine operation of specialised equipment. | | | | E | 2 |
| Technical expertise in one or more of the following: Food chemistry, molecular biology or microbiology. | | | | E | 2 |
| Experience working with clinical samples; handling, receipt and processing. | | | | D | 2 |
| Experience with working with relevant specialised equipment, software or procedures. | | | | E | 2 |
| Excellent observational skills, accuracy and attention to detail | | | | E | 2 |
| Some relevant management experience of people and resources | | | | D | n/a |
| **Special Requirements:** | | | | | **Essential/ Desirable** |
| Willingness to undertake specific Health & Safety training as per the Faculty arrangements | | | | | 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 Faculty is the second largest in the University, with 2000 full-time and nearly 2000 part-time students.  In 2014 the University has risen substantially in the league tables, moving to 6th in the Guardian league table and 12th in the Complete University Guide. Within the faculty, the Guardian ranks us 13th for nursing programmes and 13th for Biosciences. The Times Good University Guide ranks us 2nd in the country for Food Science and 13th for our Nursing courses. The University has also risen to 9th in the National Student Survey (NSS). As well as expertise in learning and teaching in Biosciences and Health Sciences, our faculty is also widely recognised for world-class research. In the latest UK research excellence framework (REF 2014) we were rated one of the top eight UK institutions for biosciences, health and veterinary research. Our research has led to improved understanding and treatment of diabetes, cancer, addiction, cardiovascular and infectious diseases. In addition, we have world-leading research in sleep and chronobiology and systems biology | | | | | |
| Department 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. | | | | | |