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| **Post Details** | | **Last Updated:** 31/03/2022 | | |
| **Faculty/Administrative/Service Department** | Faculty of Health & Medical Sciences | | | |
| **Job Title** | Senior Laboratory Technician | | | |
| **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 Virology 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 Virology 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 three Virology 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 manger 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 project laboratory technicians for UG Virology taught students undertaking research projects within the project laboratory. This support to include training in western blotting, tissue culture and associated assays and equipment. With the laboratory managers assistance, review the projects and techniques in advance and ensure appropriate stocks are available, teach associated staff these techniques. 4. Be willing to learn new laboratory techniques as part of a yearly summer project that can be utilized in the UG virology taught research projects based in the project lab. 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 Virology 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.   **N.B. The above list is not exhaustive.** | | | | |



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| **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 lead on providing advice and solutions for routine day-to-day problems in the Virology technical area. The appropriate course of action will usually be a matter of choice, influenced by the application of established procedures and precedents and their previous experience and exposure to similar problems. They are required to provide advice to users of the laboratories on routine issues within the context of the role, exercising initiative and judgement gained through prior experience and knowledge. The post holder is expected to maintain accurate record keeping. * The post holder will work without close line management supervision but will operate with some direction and guidance in terms of the nature of work allocated. The post holder will have the freedom to work in a proactive manner and will decide how to achieve the end result, generally based on their judgement, technical expertise and prior experience. * The post holder is also required to provide a troubleshooting service to lab users, with regards to any equipment problems/issues they face. Problem solving and decision making are therefore integral to many elements of the work undertaken by the post holder. It is expected that the post holder will apply their skills and knowledge in order to make recommendations for improvements to the efficiency and effectiveness of the services provided. * Errors in judgement or failure to carry out a particular task could result in damaging equipment or risking student and staff 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, |



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| 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 |



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| **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 |
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| **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 Virology 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 |
| Familiarity with ACDP regulations and guidelines for biological hazards | E | 2 |
| Confident user of Microsoft Office packages (Word, Excel, Outlook, PowerPoint) | E | 2 |
| Experience of using Q-pulse and radiation protection supervision | 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 |
| **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 Strategic Thinking & Leadership | | 3  2  3  2  2  2  2  1  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. | | |



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| 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 |
| **Departmental Structure Chart** |
| **Relationships**  **Internal**   * The post holder can expect to work closely with the Head of the School of Biosciences and Medicine, Heads of Department, Section Leads and the Associate Dean (Research & Enterprise). * Regarding the provision of space within the laboratory, liaison with the Faculty Facilities Manager is expected. * The post holder will work with other members of academic staff to ensure that the technical facilities within the School are properly established, and in due course with students. * Close liaison with the University Health and Safety Department is essential to ensure the technical team is adhering to best practice and current legislation * 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   External   * The post holder will be required to liaise with external bodies and organisations in connection with health & safety matters and the disposal of hazardous waste and equipment * The post holder will be required to interact with the manufacturers for routine servicing and new updates to the laboratory equipment and in terms of the hardware and software and negotiation of service contracts |

