

| Post Details   |  | Last Updated: 06/06/2024 |    |
|--|--|--------------------------|----|
| Faculty/Administrative/Service Department  | Faculty of Health and Medical Sciences     |                          |    |
| Job Title  | Laboratory Technician (Veterinary Anatomy) |                          |    |
| Job Family   | Technical & Experimental                   | Job Level                | 2b |
| Responsible to   | Senior Laboratory Technician               |                          |    |
| Responsible for (Staff)  | n/a  |                          |    |
| <b>Job Purpose Statement</b>   |  |                          |    |
| To provide technical support to the teaching laboratories in the Veterinary Pathology Centre, within the Faculty and to provide more general technical support to undergraduate students during their practical laboratory classes to ensure a positive student experience.  |  |                          |    |
| <b>Key Responsibilities</b> 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)   |  |                          |    |
| <ol style="list-style-type: none"> <li>1. Preparation for undergraduate and postgraduate taught practical classes and to provide technical support throughout the classes. To work with the senior technicians to ensure that classes are appropriately serviced and that the equipment is operating correctly.</li> <li>2. Assist in the day-to-day support of teaching within the laboratory. Setting up and clearing down of veterinary anatomical teaching classes, including cadaver preparation, laundry of PPE and waste disposal.</li> <li>3. Assist with ordering of teaching supplies and consumables. Collection of specimens from Veterinary practices, charitable shelters and abattoirs using the University van. (Current UK approved driving License <b>must</b> be held)</li> <li>4. Assist with the design and development of models for use for teaching purposes within the School of Veterinary Medicine.</li> <li>5. Monitor and maintain a safe working environment in accordance with Health and Safety procedures such as electrical safety testing, COSHH and disposal of waste.</li> <li>6. Participate in demonstrations/workshops for visitors as part of Open Days, Applicant Days, Widening Participation and other events.</li> <li>7. As directed by the Laboratory Manager, work in other areas within the Technical Support Team as necessary to meet the business needs.</li> </ol> <p><b>N.B. The above list is not exhaustive.</b></p> |  |                          |    |
| <b>All staff are expected to:</b>  |  |                          |    |
| <ul style="list-style-type: none"> <li>• Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.</li> <li>• Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.</li> <li>• Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.</li> <li>• Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.</li> <li>• Undertake such other duties within the scope of the post as may be requested by your Manager.</li> <li>• Work supportively with colleagues, operating in a collegiate manner at all times.</li> </ul>   |  |                          |    |
| <b>Help maintain a safe working environment by:</b>  |  |                          |    |
| <ul style="list-style-type: none"> <li>• Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.</li> <li>• Following local codes of safe working practices and the University of Surrey Health and Safety Policy.</li> </ul>   |  |                          |    |
| <b>Elements of the Role</b>  |  |                          |    |
| 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.   |  |                          |    |
| <b>Planning and Organising</b>   |  |                          |    |
| <ul style="list-style-type: none"> <li>• The post holder will organise and prioritise their work within an established operating environment.</li> <li>• They will organise their own work to ensure that key deadlines and objectives are met. This will include successfully managing any conflicting demands, possessing a basic awareness of the options available and being able to make effective decisions, referring to their line manager where appropriate.</li> </ul>   |  |                          |    |
| <b>Problem Solving and Decision Making</b>   |  |                          |    |

- Decisions taken will generally be based on established procedures and precedents, with the post holder referring more complex issues/problems to their line manager. Errors in judgement or failure to report an issue could result in damaging equipment or risking student's and staff's personal safety.
- Working with guidance from their line manager, the post holder will learn and develop skills to a basic level of understanding to support veterinary pathology teaching, research and commercial activities.
- Being able to negotiate best routes to drive the UoS van for collection of teaching supplies and develop the necessary skills that would be required when collecting supplies from abattoirs.

#### **Continuous Improvement**

- The post holder is expected to recognise where improvements to best practice could be made, implementing them under the supervision of his/her line manager.
- Develop abilities and competencies through learning and experience within the Anatomy laboratory. To include dissection /prosection of cadavers (Production and companion animals). Model making using silicon type material and wood/metal work.

#### **Accountability**

- The post holder is responsible for monitoring and maintaining a safe working environment within the laboratories, ensuring that the environment meets Health and Safety requirements and procedures such as electrical safety testing, COSHH and disposal of waste solvents are carried out in compliance with their associated regulations.
- The post holder is expected to also apply their technical knowledge and working knowledge of the required laboratory practices in order to provide advice, training and assistance to staff and students regarding the application of techniques and use of equipment for preparation and application of specialised laboratory techniques within the specified research area. The work will usually follow an established pattern and the post holder is expected to refer to well-defined procedures for guidance when required.

#### **Dimensions of the role**

- Working within a team of technical staff, the post-holder will also provide frontline technical support for undergraduate classes of up to 75 students in the laboratories. Liaise with off-site providers, and complete collections from various locations. On campus and surrounding areas.
- The post-holder will assist undergraduate and postgraduate students and staff in the maintenance of laboratory equipment and consumables to these laboratories.
- The post holder will be required to take part in a cleaning rota on a weekly basis.

#### **Supplementary Information**

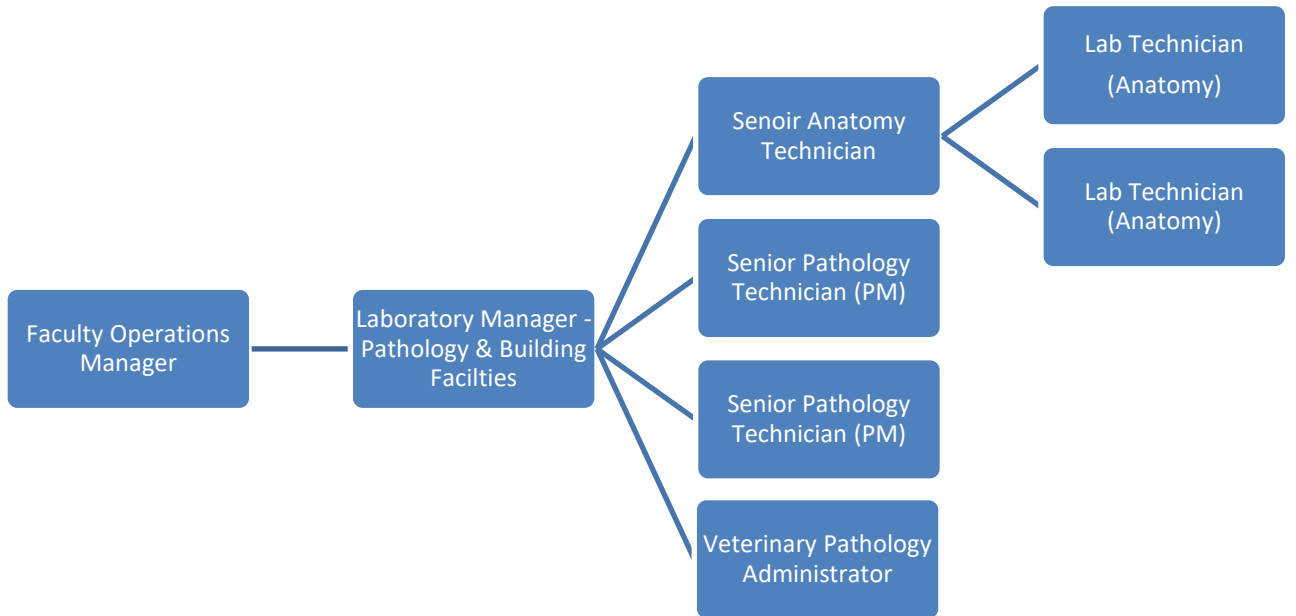
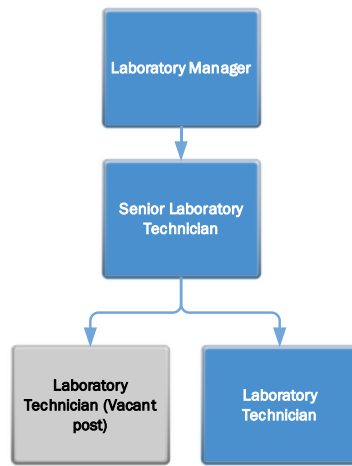
- The post holder is required to drive to and from abattoirs or similar establishments collecting samples or cadavers using a large Transit type vehicle.
- This is a physically demanding role. The Post holder must be physically fit due to the nature of the role

**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.

| <b>Qualifications and Professional Memberships</b>   |                                 |                      |
|--|---------------------------------|----------------------|
| HNC, A level or NVQ 3or equivalent standard in the relevant specialist area, plus relevant work experience<br>OR:<br>A number of years of practical experience in a relevant technical role or scientific role                                 |                                 | E                    |
| Full Driving Licence that is valid for use in the UK   |                                 | E                    |
| Some experience within a Laboratory environment  |                                 | D                    |
| <b>Technical Competencies (Experience and Knowledge)</b> 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). | <b>Essential/<br/>Desirable</b> | <b>Level<br/>1-3</b> |
| Experience of working in a Laboratory or Veterinary Environment  | E                               | 2                    |
| Experience of driving large vehicle (Transit, 4x4, trailers)   | E                               | N/A                  |
| Experience of working in a flexible fast-paced team environment  | E                               | 2                    |
| An understanding of relevant Health and Safety requirements and procedures   | E                               | 2                    |
| Familiarity with Microsoft packages  | E                               | 2                    |

|   |   |                                 |
|---|---|---------------------------------|
| Experience of the safe handling of biological samples   | D | 2                               |
| Good DIY /Model building experience   | D | 1                               |
| Able to undertake a range of technical support activities with minimal supervision  | D | 2                               |
| <b>Special Requirements:</b>  |   | <b>Essential/<br/>Desirable</b> |
| <b>The Post holder must be physically fit due to the nature of the role</b> and must be able to lift /carry Min 13Kg. Heavier loads will be required to be moved with the aid of lifting equipment i.e. pump trolley/ assistance from others.   |   | E                               |
| Must be available to work flexibly between 08:00 -18:00 on a pre-determined rota Mon- Friday .  |   | E                               |
| The post holder may on occasion be required to work on weekends when Open Days or Events are scheduled  |   | E                               |
| Must hold a UK valid driving license  |   | E                               |
| The post holder will be required to hold a current First Aid certificate and fulfil the role of First Aider for practical classes   |   | D                               |
| <b>Core Competencies</b> 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.   |   | <b>Level<br/>1-3</b>            |
| Communication   |   | 2                               |
| Adaptability / Flexibility  |   | 2                               |
| Customer/Client service and support   |   | 1                               |
| Planning and Organising   |   | 2                               |
| Continuous Improvement  |   | 1                               |
| Problem Solving and Decision Making Skills  |   | 2                               |
| Managing and Developing Performance   |   | n/a                             |
| Creative and Analytical Thinking  |   | n/a                             |
| Influencing, Persuasion and Negotiation Skills  |   | n/a                             |
| Strategic Thinking & Leadership   |   | n/a                             |
| <p>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.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p> |   |                                 |
| <b>Organisational/Departmental Information &amp; Key Relationships</b>  |   |                                 |
| <p><b>Background Information</b></p> <p>The technical support team within the Faculty of Health and Medical Sciences provides support to the three Schools (Biosciences &amp; Medicine; Veterinary Medicine; and Health Sciences). The technical team contribute to the Faculty's teaching in at undergraduate and postgraduate level across a wide range of disciplines.</p>   |   |                                 |

Department Structure Chart



**Relationships****Internal**

- The post holder will communicate with undergraduate and postgraduate students from a wide range of disciplines.
- They will liaise with other technical staff to request advice on experimental work, IT issues and use of specialist equipment and academic staff with regard to student practical classes.
- They will have regular contact with Estates and Facilities to report faults and oversee contractors work within the laboratory areas including disposal of hazardous waste and surplus equipment.
- The post-holder will work with staff from the University Safety Office and the Faculty Safety Advisor in their role in providing a Health & Safety.
- The post holder will work under the management of the 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 teaching laboratories and to provide advice on the use of equipment.

**External**

- Liaising with external service suppliers for the maintenance and repair of equipment.