

Post Details		Last Updated: 01/08/24	
Faculty/Administrative/Service Department	Faculty of Health & Medical Sciences School of Biosciences		
Job Title	Research Technician		
Job Family	Technical and Experimental	Job Level	2b
Responsible to	Associate Professor		
Responsible for (Staff)	n/a		

Job Purpose Statement

This post is funded from research grants awarded to the Stable Isotope Laboratory in The Leggett Building. The post-holder will be required to carry out specialist analyses for several different clinical trials. This will involve preparing samples for analysis by mass spectrometry and general laboratory tasks as they arise.

Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities

1. Giving timely analysis of samples from clinical trials and accurately reporting the results and quality controls.
2. Providing technical advice, training and assistance to staff, undergraduate and post-graduate research students on the application of techniques and use of equipment.
3. Providing assistance to academic and research staff, undergraduate and postgraduate students with the interpretation of results, quantitative and qualitative analysis and troubleshooting experimental problems.
4. Maintenance and calibration of laboratory equipment to required performance standards.
5. Monitoring and maintenance of a safe working environment in accordance with Health and Safety procedures such as electrical safety testing, COSHH and disposal of waste materials.

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 will organise and prioritise their work within an established operating environment, guided by the Laboratory Manager. They will have the latitude within their daily work routine to organise and prioritise 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 and appropriate decisions, referring to their line manager where appropriate.

Problem Solving and Decision Making

The post holder will work within well-established processes and procedures as set out by the department. The work will usually follow an established pattern and the post holder is expected to refer to well-defined *procedures for guidance* when required. The post holder is however, required to recognise when problem/issues should be referred to a senior member of the team or to their line

manager for guidance or resolution. The post holder is expected to confidently provide advice and solutions to routine day-to-day problems in their specialist area. Decisions taken will generally be based on established procedures and precedents, with the post holder referring more complex issues/problems to their line manager.

Continuous Improvement

Once the postholder has mastered the specialist laboratory techniques they should be able to detect when an assay is underperforming. They should be able to suggest solutions to discuss with the Laboratory Manager and academic supervisors.

Accountability

The accuracy of the postholder's work is critical for the interpretation of the clinical trials they are working on. The postholder will be expected to follow 'Good Laboratory Practise' and 'Good Clinical Practise', and adhere to specific Laboratory Protocols and Health and Safety procedures including Control of Substances Hazardous to Health (COSHH) documentation.

Dimensions of the role

- The post holder is expected to 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 post holder will communicate with staff and research-postgraduate students. 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 research projects. The post-holder will communicate with other lab users over the availability of equipment to enable them to plan their work.
- They will work with the technical team helping to maintain a safe working environment.

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

Vocational qualifications plus some relevant work experience Or learning gained through work experience over a number of years. Will include short courses and other formal training.

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**

Ability to communicate and respond effectively to staff and student requirements

E

2

Able to undertake a range of technical support activities with minimal supervision

E

2

Ability to organise and time manage activities

E

2

Experience of following Health and Safety requirements and procedures

E

1

Proven problem solving capability

E

1

Proven laboratory experience involving quantitative analysis

D

n/a

Special Requirements:

**Essential/
Desirable**

Experience or interest in diabetes and or metabolism

D

Core Competencies This section contains the level of competency required to carry out this role.

**Level
1-3**

Communication

2

Adaptability / Flexibility

2

Customer/Client service and support

2

Planning and Organising	1
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

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.

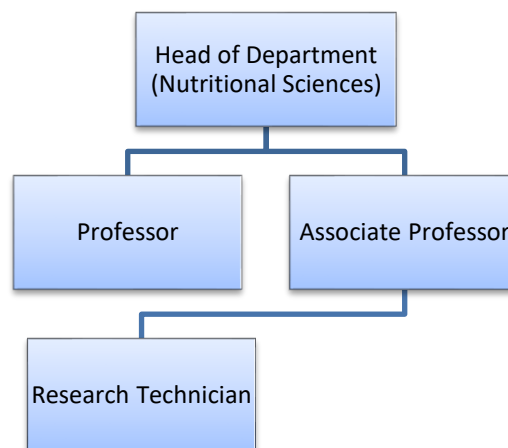
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

The Stable Isotope Group is in the Department of Nutritional Sciences. It is based in The Leggett Building adjacent to the Royal Surrey County Hospital where some of the clinical trials take place. The group works collaboratively with several universities both nationally and internationally using stable isotope techniques in clinical trials.

Department Structure Chart



Relationships

Internal

- The Holder of the position of Associate Professor will be the direct line manager and will provide guidance on any lipid analyses
- The holder of the position of Professorial Research Fellow will provide guidance on any glucose analyses
- Daily supervision will be provided by The Leggett Laboratory Manager

External

- The postholder will be expected to communicate with Research Fellows running the clinical trials, about receiving samples. Some Research Fellows will wish to visit the laboratory to learn how their samples are analysed. The post-holder will be expected to provide an overview of the techniques used to analyse samples from their research projects.