

Post Details		Last Updated: 05/092024	
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)	Laboratory Technician		
<u>Job Purpose Statement</u>			
<p>The post holder will be responsible for the daily management and associated maintenance and running of the virology laboratories at University of Surrey, to ensure their safe, efficient operation in the School of Biosciences. The post holder will be responsible for the smooth operation of the virology research laboratories including tissue culture suites, to ensure research is supported in a best practice model and Health and Safety regulations are complied with. The post holder will also undertake monitoring, supervision, and record keeping and participate in supporting final year undergraduate students in good laboratory and technical practices. This role will offer the post holder opportunities to learn new skills in tissue culture, virus propagation and imaging technologies.</p>			
<u>Key Responsibilities</u> 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"> 1. Coordinate daily operations across multiple laboratories inclusive of tissue culture laboratories, collaborating with the lab manager and lab users to address researchers' needs. Provide training for support staff with the necessary skills to assist effectively. 2. Provide Line management to the Laboratory Technician. To help to maintain, develop and supervise the activities and personal performance of the Laboratory Technician offering support and guidance where appropriate to ensure the smooth running of the laboratories. 3. Assist the Lab Manager in operating key equipment and training lab users, including managing and instructing on the use of the Biotek Cytation 5 high-throughput imager. 4. Learn and apply laboratory techniques such as Western blotting, molecular cloning, and RNA purification to support ongoing research and undergraduate projects by providing technical training and reviewing project requirements with the lab manager. 5. Collaborate with academic and technical staff to recommend existing maintenance plans and suggest new research equipment purchases, ensuring the laboratory remains current and offers optimal service. 6. Coordinate the servicing, testing, repair, and maintenance of scientific equipment in the laboratories. Working with the wider lab managers and technical team, external suppliers, and research groups to minimise downtime and maintain accurate records. 7. Assist laboratory manger to Implement Health & Safety policies in the research laboratories, including writing SOPs, conducting lab inductions, managing inventories and equipment records, performing lab inspections & assisting lab users with documentation such as Risk Assessment, CoSHH forms etc. 8. Work closely with the Faculty Health & Safety team to establish and 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. Responsible for the correct disposal and processing of waste and dirty glassware from the laboratories working with the washroom and central Health and Safety team where necessary. 10. Support the wider technical team when required, during periods of absence as directed by the Laboratory manager. And be willing to learn and develop in other areas such as radiation monitoring etc. 			
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

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 laboratories. 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 Laboratory Manager and Senior Faculty Management.
- 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 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 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 laboratories.

Supplementary Information

- The post holder will work under the management of the Laboratory Manager and the wider Faculty Management liaising and interacting with other technical staff to deliver the post goals. They will work alongside academics, students and collaborators to ensure successful delivery of laboratory service.
- As directed by the Laboratory Manager, provide cover for other areas within the Technical Team as necessary to meet the business needs.

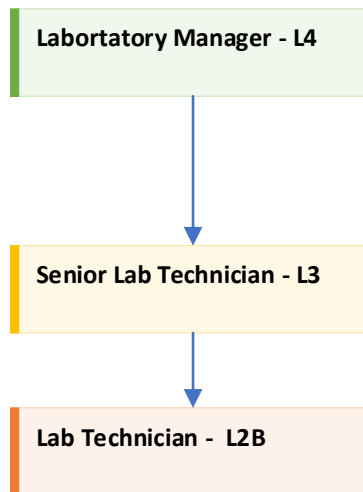
Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.		
Qualifications and Professional Memberships		
Degree, HNC, A level, NVQ3 or equivalent standard 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 science 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 (TEAMS, Word, Excel, Outlook, PowerPoint)	E	2
Experience of using Q-pulse or similar systems and radiation protection supervision	D	n/a
Special Requirements:		Essential/ Desirable
Willingness to respond to out of hours calls if required in case of alarms or an emergency		E
Willingness to undertake specific Health & Safety training		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		3
Adaptability / Flexibility		3
Customer/Client service and support		2
Planning and Organising		3
Continuous Improvement		2
Problem Solving and Decision Making Skills		3
Managing and Developing Performance Creative and		2
Analytical Thinking Influencing, Persuasion and		1
Negotiation Skills Strategic Thinking & Leadership		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

Team Structure Chart



Relationships

Internal

- Academics
- PGR Students
- Research Staff - ECR's
- Technicians
- Faculty Operations Manager
- Health & Safety team
- Faculty Senior operational manager
- Estates & Facilities team (EFCS)

External

- External bodies & organisations
- Contractors
- Service providers
- Suppliers