

| Post Details | | Last Updated: 25/08/2022 | |
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| Faculty/Administrative/Service Department | Faculty of Health and Medical Sciences, School of Veterinary Medicine | | |
| Job Title | Laboratory Technician (Teaching) | | |
| Job Family | Technical & Experimental | Job Level | 2b |
| Responsible to | Senior Laboratory Technician | | |
| Responsible for (Staff) | n/a | | |
| Job Purpose Statement: | | | |
| To provide technical support to the teaching and research laboratories in the School of Veterinary Medicine within the Faculty of Health and Medical Sciences. While providing more general technical support to undergraduate students during their practical laboratory classes to ensure a positive student experience. | | | |
| 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) | | | |
| <ol style="list-style-type: none"> 1. Preparation for undergraduate and postgraduate practical classes and to provide technical support throughout the classes. To work with the Senior Teaching Technician to ensure that classes are appropriately serviced, and that the equipment is operating correctly. 2. Liaise with academic and technical staff in the sourcing of materials and the design of experimental work. This will include ordering and stock taking of consumables. 3. Provide technical advice, training and assistance to staff and students with the application of techniques and use of equipment for preparation and application of specialised laboratory techniques. 4. Assist in the day-to-day support of teaching within the teaching laboratory and associated areas. This will include working with live companion animals in the Clinical Skills Laboratory (CSL) when help is needed. 5. Monitor and maintain a safe working environment in accordance with Health & Safety procedures such as electrical safety testing, CoSHH and disposal of waste. 6. Participate in demonstrations/workshops for visitors as part of Open Days, Applicant Days, Widening Participation and other events. 7. As directed by the VSM Laboratory Manager, work in other areas within the Technical Support Team on either a temporary or permanent basis if necessary to meet the business needs. 8. To assist in monitoring stock levels and subsequent ordering of gas cylinders, liquid nitrogen, dry ice and alcohol for the VSM laboratories. <p>N.B. The above list is not exhaustive.</p> | | | |
| All staff are expected to: | | | |
| <ul style="list-style-type: none"> • Positively support equality of opportunity and equality 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: | | | |
| <ul style="list-style-type: none"> • 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 taking a proactive approach to tasks. This can be working alone and guided by the Senior Laboratory Technician
- 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:

- 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.

Continuous Improvement:

- The post holder is expected to recognise where improvements to best practice could be made, implementing them under the supervision of their line manager.

Accountability

- The post holder is responsible for monitoring and maintaining a safe working environment within the laboratories, ensuring that the environment meets Health & 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

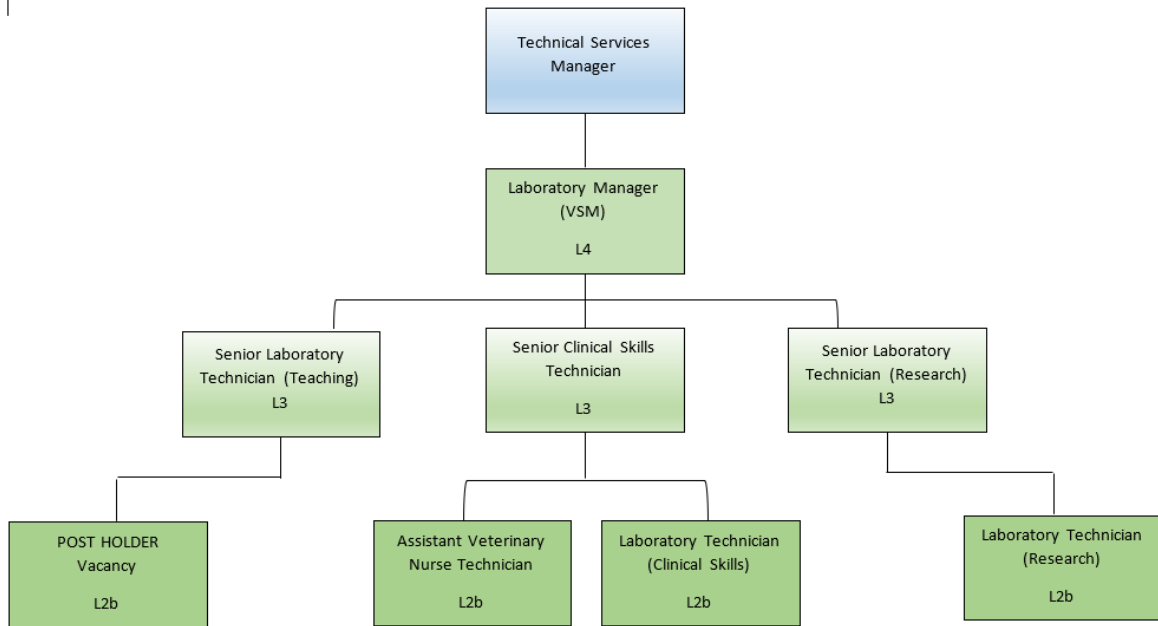
- Working within a team of technical staff, the post-holder will also provide frontline technical support for undergraduate classes of up to 80 students in the faculty laboratories.
- The post holder will assist undergraduate and postgraduate students, and staff in the maintenance of laboratory equipment and consumables to these laboratories.
- The post holder will be required to assist in media preparation/autoclaving rota on an ad hoc basis.
- The post holder will be predominantly working in the teaching laboratory but will be required to work across the vet school in the research laboratories and the clinical skills area when needed.

Supplementary Information

Not applicable.

| 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 | | |
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| Qualifications and Professional Memberships | | |
| Vocational qualifications plus some relevant work experience in a scientific and or educational setting; Or: Learning gained through work experience (including short courses and other formal training; NVQ) | | E |
| Some experience within a practical teaching environment | | D |
| Relevant practical experience in an animal care environment | | D |
| Technical Competencies (Experience and Knowledge) | Essential/ Desirable | Level 1-3 |
| Able to undertake a range of technical support activities with minimal supervision | D | 2 |
| An understanding of relevant Health and Safety requirements and procedures or willing to learn | D | 1 |
| Familiarity with Microsoft software packages | D | 2 |
| Able to work with animal materials such as blood, urine, and cadaver | D | 2 |
| Special Requirements: | | Essential/ Desirable |
| <ul style="list-style-type: none"> The post holder may on occasion be required to work on weekends when Open Days or Events are scheduled | | E |
| <ul style="list-style-type: none"> Willingness to hold a current First Aid certificate and fulfil the role of First Aider for practical classes | | E |
| Core Competencies: | | Level 1-3 |
| <ul style="list-style-type: none"> 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 | | 2 2 2 2 1 2 n/a n/a n/a 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> | | |
| Organisational/Departmental Information & Key Relationships | | |
| Background Information | | |
| <p>The technical support team within the Faculty of Health and Medical Sciences provides support to the three Schools (Biosciences and Medicine; Veterinary Sciences; and Health Sciences). The faculty of health and medical science is the second largest in the University, with 2000 full-time and nearly 2000 part-time students from a diverse background. Working closely with the School of Veterinary Medicine and within the Main Teaching Building (VSM); the technical team contribute to the veterinary teaching in microbiology, biochemistry and molecular biology at undergraduate and postgraduate level.</p> | | |

Department Structure Chart



Relationships:

Internal

- The post holder will have regular contact with a diverse range of technical and research Colleagues in the Faculty
- The post holder will be required to liaise with other departments of the University as necessary, such as Estates & Facilities to arrange repairs and order consumables.
- 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 colleagues from the University Safety Office and the Faculty Safety Manager in their role in providing a Health & Safety.

External

- Liaising with external suppliers/ companies regarding ordering of consumables.