

Post Details		Last Updated: 22/11/24	
Faculty/Administrative/Service Department	Faculty of Health & Medical Sciences		
Job Title	Laboratory Technician – Nutrition and Cardiovascular Science		
Job Family	Technical & Experimental	Job Level	2b
Responsible to	Senior Technician – Nutrition		
Responsible for (Staff)	N/A		
Job Purpose Statement			
<p>The post holder is required to provide specialist technical support to staff and students within the sections of Nutrition, Food, Exercise Sciences and Cardiovascular Sciences.</p> <p>This will include the running of the equipment and preparation of samples under the direction of the Laboratory Manager; the post holder will also play a role in the safe operation of the research laboratories in accordance with standard operating procedures and best practice.</p> <p>The post holder will be required to have a keen interest in nutrition, food science and cardiovascular science research and willing to work a variety of areas.</p>			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities			
<ol style="list-style-type: none"> 1. Responsibility for the day-to-day running of a laboratory to ensure general tidiness, safety and levels of stock materials are maintained. 2. Consult with academic staff within the department regarding the setting-up of experimental systems and research apparatus, including assisting with experimental design, planning and progress of work, the development of research procedures and techniques to meet research needs and making desirable modifications as directed by Research Laboratory Manager. 3. The post holder is expected to learn how to perform several laboratory techniques in biochemistry, food chemistry, molecular biology and microbiology to meet research needs. 4. Coordinate and oversee the testing and repair of scientific equipment and apparatus within the laboratory. This will involve liaison with the external suppliers and research groups to ensure minimum down-time of essential facilities. Maintenance of service records including test certificates. Ensure maintenance and calibration of laboratory equipment to required performance standards. 5. This post requires keen engagement with all aspects of the Nutrition, Food, Exercise sciences and Cardiovascular sciences. 6. Advise and monitor compliance with all aspects of Health and Safety in the laboratory. Includes giving lab inductions, maintaining records for equipment, lab inspections and implementing H&S policies as directed by the Lab Manager. 7. Assist the senior technicians within the sections of Nutrition and Cardiovascular Sciences with monitoring the gas store CO2 supply. 8. As directed by the Research Laboratory Manager, work in other areas within the Technical Support Team on a temporary basis, if necessary, to meet the business needs. 			
N.B. The above list is not exhaustive.			
All staff are expected to:			
<ul style="list-style-type: none"> • 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:			
<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 should work in a proactive and flexible manner, planning and prioritising their workload accordingly. On occasions s/he will be faced with a variety of conflicting demands and will be required to work with their line manager to re-assess and re-prioritise his/her work accordingly.

Problem Solving and Decision Making

- The post holder may refer to line management for more complex matters or where further guidance is required but the post holder will be expected to act on and implement the guidance or solution that has been discussed with their line manager
- Problem solving and decision making are therefore integral to many elements of the work undertaken by the post holder.
- Errors in judgement or failure to carry out a particular task could result in damaging equipment or risking students and staff's personal safety.

Continuous Improvement

- The post holder will be expected to support and develop procedures and protocols for the technical support activities in the research areas.
- It is expected that he/she will apply their skills and knowledge to make recommendations for improvements to the efficiency and effectiveness of the service offered.

Accountability

- The post holder has responsibility for assisting in the day-to-day running of the research laboratories for undergraduate and postgraduate students and for ensuring that laboratory techniques offered are conducted with optimum effectiveness.
- The post holder will work with guidance and under general instructions from their Research Laboratory Manager, exercising discretion and judgement when addressing and resolving daily problems or issues on a wide range of routine matters.

Dimensions of the role

- The post holder has no budgetary responsibility.
- The post holder is responsible for the day-to-day running of specified research laboratories and facilities. There will be demands on these facilities from internal clients such as academics, research fellows, students, etc., and external clients (suppliers). It is necessary to ensure that all demands are met in a timely, prioritised and efficient manner.

Supplementary Information

- The post holder will work under the management of the Research Laboratory Manager and will liaise and interact with other technical staff to deliver the post goals. They will work alongside academic staff with to support the running of undergraduate and postgraduate research laboratories using the relevant equipment.
- As directed by the Business Operations Manager, work in other areas within the Technical Support Team on either a temporary or permanent basis, if 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

HNC, A level, NVQ 3 or equivalent standard in the relevant specialist area, plus a number of years' relevant work experience.

OR

Broad practical work 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**

Understanding of Health and Safety legislation and issues

E

3

Experience working with clinical samples; handling, receipt and processing.	D	2
Experience with biochemical assays or food science techniques	E	2
Excellent observational skills, accuracy and attention to detail	E	2
Special Requirements:	Essential/ Desirable	
Flexibility to work within different technical teams to cover staff absences or increased workload		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		2
Adaptability / Flexibility		2
Customer/Client service and support		2
Planning and Organising		1
Teamwork		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
<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		
<p><u>Background Information</u></p> <p>The Faculty of Health & Medical Sciences is home to the five Schools of Biosciences, Health Sciences, Psychology, Medicine and Veterinary Medicine. As well as holding a Gold TEF award for teaching and learning the Faculty is also widely recognised for its contribution to global research excellence. Research within the Faculty has led to improved understanding and treatment of diabetes, cancer, addiction, cardiovascular and infectious diseases.</p> <p>Working closely with the School of Biosciences and within the sections of Nutrition, Food, Exercise Sciences and Cardiovascular Sciences, the technical team contribute to supporting the section's both at undergraduate and postgraduate level.</p>		
<p><u>Relationships</u></p> <p><u>Internal</u></p> <ul style="list-style-type: none"> • Researchers by assisting with experiments and familiarise them with safety issues and COSHH assessments • 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 <p><u>External</u></p> <ul style="list-style-type: none"> • Technical engineers, both maintenance and repair engineers to explain faults and ensure work is completed to equipment performance standards • Relevant Suppliers and external contacts to discuss laboratory chemicals and equipment. 		

Department Structure Chart

