

Post Details		Last Updated: 08/10/2025	
Faculty/Administrative/Service Department	Faculty of Health & Medical Sciences (FHMS) School of Veterinary Medicine		
Job Title	Laboratory Technician (Research)		
Job Family	Technical & Experimental	Job Level	2b
Responsible to	Senior Laboratory Technician (Research)(VSM)		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
To work alongside laboratory colleagues, the Senior Research Technician, Senior Laboratory Manager with the day-to-day upkeep of the Veterinary School Research Laboratories. The role includes providing a safe, efficient service for the collection and decontamination (autoclaving) of biological hazardous waste, the processing of reusable glassware and delivering an efficient media preparation service for the School of Veterinary Medicine, alongside supporting laboratory project work. The post holder will also be responsible for overseeing the maintenance, training, and operation of a various core laboratory equipment. The postholder will occasionally support the delivery of practical teaching classes within the departments teaching laboratory spaces as instructed by the senior technician and Senior Laboratory manager. 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.			
<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)			

1. Carry out daily collection, decontamination (autoclaving) and disposal of biological hazardous waste from all laboratory areas. To also advise all colleagues and students on how to contain and dispose of hazardous waste within designated laboratory areas in the school (Category 1 & 2 Containment laboratories)
2. Washing and sterilising glassware/plastics using automated laboratory glass washing machines and autoclaves. Drying and storage of these items within the Facility. Monitor quality and cleanliness of glassware as well as the collection and return of clean Laboratory PPE to dedicated areas.
3. Maintenance of stock and consumables within the research laboratories and the provision of active disinfectants for distribution to research laboratories.
4. Work with the Senior Research Technician to ensure that laboratory equipment is maintained, serviced, and repaired. This will involve liaison with Estates and Facilities as well as external service providers. Also, to learn how to use, calibrate and train users on essential core equipment.
5. To assist Research colleagues with a variety of projects in the School of Veterinary Medicine to meet the Universities goals.
6. When directed by the Senior Technician and Teaching & Senior Laboratory Manager, occasionally support the set-up, delivery and clear down of practical teaching classes within the departments teaching laboratory spaces.
7. Compliance and assistance with Health & Safety policies and regulations including CoSHH, Hazardous Waste Regulations and local Safety policies. To include receipt, collection and appropriate handling and storage of parcels for the laboratories.
8. Oversee the liquid nitrogen and gas facilities, ensuring both are well maintained, tidy and fully stocked to allow continuity of research within the laboratories.

N.B. The above list is not exhaustive.

Problem Solving and Decision Making

- The post holder will be required to exercise some independence in the arrangement of immediate work priorities, to react to changing priorities.
- The post holder is expected to take a pro-active approach and should seek to identify any problem areas and suggest improvements or developments to current working practices to the Senior Research Technician, to ensure the efficient operation of the laboratory.
- The appropriate course of actions(s) will be a matter of choice, influenced by prior exposure or experience. It is expected that more complex problems, will be referred to the Senior Research Technician and Senior Laboratory Manager to gain further advice or support.

Planning & Organising

- The post holder will organise and prioritise their work within an established operating environment, guided by the Senior Research 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.

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 will work within well-established processes and procedures, dealing with laboratory issues of a fairly routine nature, as set out by the Senior Research Technician.
- Due to the standard nature of the work, instructions and procedures, the post holder will have minimal day-to-day supervision.

Dimensions of the role

- The post impacts across the teaching and research laboratories in terms of its provision of service and its contribution to the student and staff experience.
- The post holder does not have any budgetary responsibility.

Supplementary Information

- Work to promote an integrated cross faculty working approach as required to deliver faculty and school objectives.

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

Minimum of two A levels in a relevant subject, or equivalent vocational qualifications (HND, NVQ3 qualified in a relevant specialist subject Plus relevant work experience in a technical /scientific role
OR
Professional qualification and relevant training; PLUS several years practical experience in a similar or related role.

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Technical Competencies (Experience and Knowledge)

**Essential/
Desirable**

Level 1-3

Comprehensive understanding of Health & Safety Legislation and best practice

E

2

Willingness to undertake specific Health and Safety training

E

1

Excellent IT Skills (Word, Excel, Outlook, PowerPoint, TEAMS, Zoom, SharePoint) and ability/willingness to learn bespoke software systems

D

1

Solid relevant technical knowledge & experience in a research or teaching setting

D

2

Special Requirements:

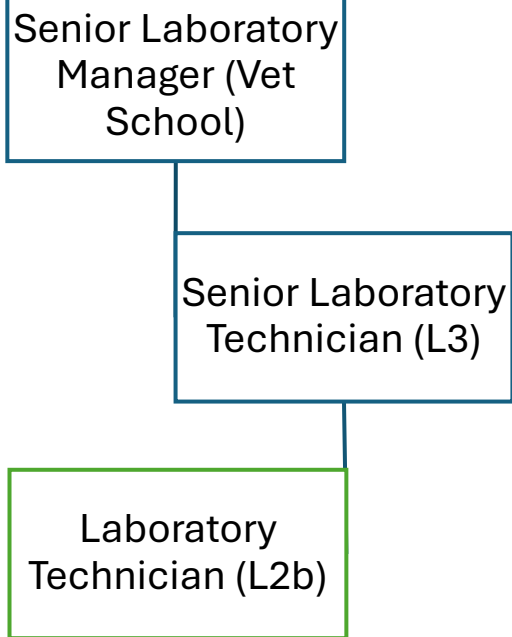
**Essential/
Desirable**

Able to undertake a range of manual handling tasks on a daily basis, and be capable of lifting loads of up to 12.5kg

E

Core Competencies	Level 1-3
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 3 2 2 1 2 n/a n/a n/a 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	
The Faculty of Health and Medical Sciences comprises four schools, School of Biosciences & Medicine, School of Health Sciences, School of Veterinary Medicine and School of Psychology, all working together as part of a 'One Health' vision, to provide interdisciplinary research, innovation and teaching in human and animal health. The faculty is the second largest in the University, with 2000 full-time and nearly 2000 part-time students. Within the faculty, our food, nutrition and dietetics programmes are number one in The Times/Sunday Times Good University Guide 2018 and second in The Complete University Guide 2019. Our nursing programmes ranked sixth in the UK by The Times/Sunday Times Good University Guide 2018 and top five in the Complete University Guide 2019. Our biosciences programmes ranked top ten in the Guardian University Guide 2019 and our sports sciences programmes ranked top ten in The Times/Sunday Times Good University Guide 2018. As well as expertise in learning and teaching in Biosciences and Health Sciences, our faculty is also widely recognised for world-class research. In the latest UK research excellence framework (REF 2014) we were rated one of the top eight UK institutions for biosciences, health sciences, psychology and veterinary research. Our research has led to improved understanding and treatment of diabetes, cancer, addiction, cardiovascular and infectious diseases. In addition, we have world-leading research in sleep and chronobiology and systems biology.	

Department 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