

<b>Post Details</b>		<b>Last Updated:</b> 1/9/2025
<b>Faculty/Administrative/Service Department:</b>	Faculty of Health & Medical Sciences (FHMS)	
<b>Job Title:</b>	Laboratory Technician (Histology Veterinary Pathology)	
<b>Job Family &amp; Job Level</b>	Technical & Experimental	Level 2b 0.5 FTE
<b>Responsible to:</b>	Senior Histology Technician	
<b>Responsible for:</b>	n/a	

**Job Purpose Statement**

The Laboratory Technician plays a crucial role in the School of Veterinary Medicine by supporting and maintaining the Histology lab facilities, to ensure its safe and efficient operation. The principal focus of this role is to provide technical support as part of the Histopathology team, to support the Pathology diagnostic service and research areas in the Veterinary Pathology Centre and wider Faculty of Health and Medical sciences. This position involves collaborating with both staff and students while demonstrating exemplary laboratory and technical practices.

**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) and should be read in conjunction with the accompanying Job Purpose.

- 1 Maintain, calibrate, monitor, and give technical advice regarding the smooth running of laboratory equipment.
- 2 Working in accordance with Health and Safety procedures to ensure a safe working environment, using and preparing COSHH Risk assessments and SOPs for the safe handling and disposal of waste solvents/chemicals.
- 3 Assist the Senior Laboratory Technicians in the day-to-day running of the Histo-pathology Laboratory, maintain Tissue processor, embedding centre and automated slide Stainer, changing reagents and cleaning as required.
- 4 Printing cassettes and slides, completing submission forms and updating Lab systems ensuring an accurate paper trail and traceability.
- 5 Maintain adequate stores and stock control for the Pathology Laboratories by placing orders and reviewing supplier costings.
- 6 Once fully trained and competencies are signed off, assisting with histology preparations for commercial work,
- 7 Provide technical advice, training and assistance to staff, researchers and students with the application of techniques and use of equipment for preparation and application of general laboratory techniques.
- 8 As directed by line manager, work in other areas within the technical team when required, to meet the business needs.
- 9 Participate in demonstrations/workshops for visitors as part of Open Days, Offer Holder Days, Widening Participation and other events.

**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 their role.
- Undertake such other duties within the scope of the post as may be requested by your manager.
- Work supportively with colleagues, always operating in a collegiate manner.

**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.

**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	Essential/ Desirable
Bio-Medical science degree, Or: Previous technical skills gained from Histology Laboratory experience or relevant laboratory role.	E
<b>Technical Competencies (Experience and Knowledge)</b> 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 Families Booklet).	Essential/ Desirable
Able to undertake a range of technical support activities with minimal supervision, To include preparation of tissues for processing into paraffin blocks, cutting of sections for slides and staining	D
An understanding of relevant Health and Safety requirements and procedures for working in a Histology Laboratory	E
Experience of Working in a histopathology laboratory	D
Experience of working in a clinical pathology laboratory	D
Anatomical knowledge	D
Experience of the safe handling and disposal of Hazardous Chemicals.	E
<b>Core Competencies</b> 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	1
Customer/Client service and support	2
Planning and Organising	1
Teamwork	1
Continuous Improvement	1
Problem Solving and Decision-Making Skills	2

## Organisational Information

### Background Information

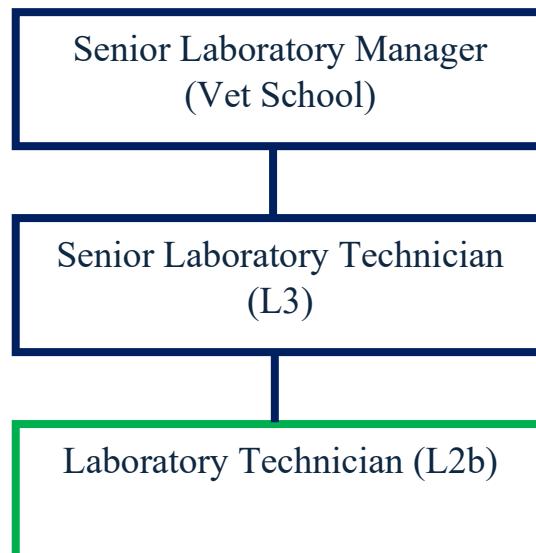
The Faculty of Health and Medical Sciences comprises four schools, School of Biosciences & Medicine, School of Health Sciences, School of Veterinary Medicine and School of Psychology, all working together as part of a 'One Health' vision, to provide interdisciplinary research, innovation and teaching 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



### 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 have to prioritise and manage their workload and complete any identified training requirements.
- The Post holder working with their line manager will be expected to implement a dynamic approach to problem solving and to achieve a cost-effective solution and will have freedom to work in a proactive manner and will decide how to achieve the end result, generally based on their judgment, technical expertise and prior experience.
- The Post holder is expected to work closely with the wider Technician team, faculty operations team and Faculty Operations Manager so they can plan & organise the provision of staff cover when required.

#### Problem Solving and Decision Making

- The Post holder will provide advice and solutions for day-to-day problems in their specialist technical area. The appropriate course of action will usually be a matter of choice influenced by the application of established procedures and precedents and previous experience to similar problems. They are required to provide advice to users of Laboratories on routine issues within the context of the role exercising initiative and judgment gained through prior experience and knowledge, assisting research staff as required to complete research activities across the school and Faculty.  
Errors in judgment or failure to carry out a particular task could result in damage to equipment/facilities or risking student or staff personal safety.

#### Continuous Improvement

The post holder working with their line manager will be expected to ensure that their own training on equipment is up to date to enable training of new colleagues as required.

#### Accountability

- The Post holder with support from their line manager is responsible for the safety & security of the laboratory spaces and equipment. This includes monitoring and maintaining a safe working environment, ensuring all equipment meets health & 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 and equipment within laboratories and its application, and to provide technical support, advice and solutions to staff, students and clients.
- The post holder is expected to respond confidently and in a timely manner to problems/issues such as equipment malfunctions and breakdowns.