

Post Details		Last Updated: 18/12/2017	
Faculty/Administrative/Service Department	Faculty of Health and Medical Sciences		
Job Title	Laboratory Technician (Teaching)		
Job Family	Technical & Experimental	Job Level	2a
Responsible to	Senior Laboratory Technician		
Responsible for (Staff)	n/a		
<u>Job Purpose Statement</u>			
To provide technical support to the teaching laboratories in the School of Biosciences & Medicine within the Faculty and to provide more general technical support to students during their practical laboratory classes to ensure a positive student experience.			
<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. Preparation for undergraduate and postgraduate practical classes and to provide technical support throughout the classes. To ensure that classes are appropriately serviced and that the equipment is operating correctly. 2. Liaise with academic staff in the sourcing of material and servicing/maintenance of equipment. 3. Provide technical advice, training and assistance to staff and students regarding the application of techniques and use of equipment. 4. Assist in the day-to-day support of teaching within the laboratory. 5. Ensure stock levels are maintained within the laboratory 6. Monitor and maintain a safe working environment in accordance with Health and Safety procedures such as electrical safety testing, COSHH and disposal of waste. 7. Participate in demonstrations/workshops for visitors as part of Open Days, Applicant Days, Widening Participation and other events. 8. As directed by the Senior Laboratory Technician, work in other areas within the Technical Support Team as 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. 			
<u>Elements of the Role</u>			
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.			
<u>Planning and Organising</u>			
<ul style="list-style-type: none"> • The post holder will organise and prioritise their work within an established operating environment. • The post holder will be expected to manage any conflicting demands, possessing a basic awareness of the options available and being able to make effective and appropriate decisions, referring to their supervisor where necessary. 			
<u>Problem Solving and Decision Making</u>			
<ul style="list-style-type: none"> • 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 Laboratory Technician, in order to ensure the efficient operation of the laboratory. 			

- The appropriate course of action(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 Laboratory Technician in order to gain further advice or support.

Continuous Improvement

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

Accountability

- The post holder will work within well-established processes and procedures, dealing with laboratory issues of a fairly routine nature.
- The post holder is responsible for monitoring and maintaining a safe working environment within the laboratories, ensuring that the environment meets Health and 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 assist staff and students regarding the application of techniques and use of equipment for preparation and application of specialised laboratory techniques within the specified 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 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.

Supplementary Information

- N/A

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

Vocational qualifications plus some relevant work experience

Or

Learning gained through work experience

E

The post holder will be required to hold a current First Aid certificate and fulfil the role of First Aider for practical classes

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**

Able to undertake a range of technical support activities with minimal supervision

E

2

Some experience within a practical teaching environment

D

N/A

An understanding of relevant Health and Safety requirements and procedures

E

1

Familiarity with Microsoft packages

E

1

Special Requirements:

**Essential/
Desirable**

The post holder may on occasion be required to work on weekends when Open Days or Events are scheduled

E

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 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
Continuous Improvement	1
Problem Solving and Decision Making Skills	1
Managing and Developing Performance	n/a
Creative and Analytical Thinking	n/a
Influencing, Persuasion and Negotiation Skills	n/a
Strategic Thinking & Leadership	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.

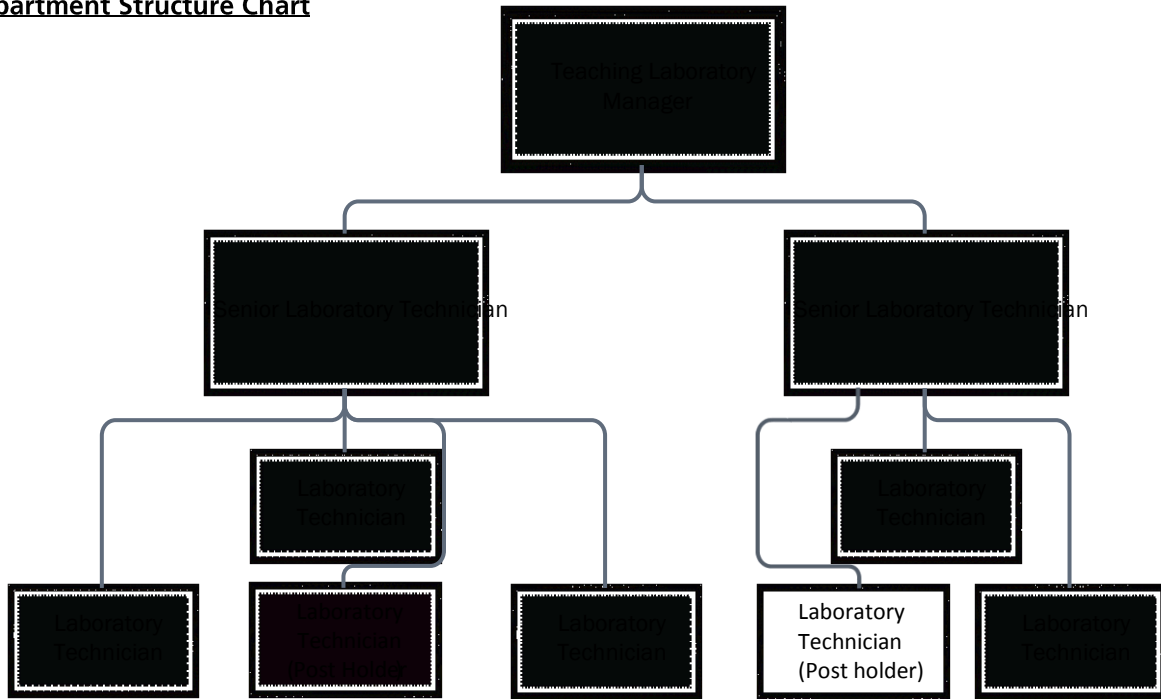
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

The technical support team within the Faculty of Health and Medical Sciences provides support to the three Schools (Biosciences & Medicine; Veterinary Medicine; and Health Sciences). Working closely with the school of Biosciences and Medicine and within the department of Nutritional Sciences, the technical team contribute to the departments teaching in Sports Science, Nutrition, Dietetics and Food Science.

Department Structure Chart



Relationships

Internal

- The post holder will communicate with undergraduate, taught- and research-postgraduate students from a wide range of disciplines.
- They will liaise with other technical staff to request advice on experimental work, IT issues and use of specialist equipment and academic staff with regard to student practical classes.
- 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 staff from the University Safety Office and the Faculty Safety Advisor in their role in providing a Health & Safety.
- The post holder will work under the management of the Senior Laboratory Technician and will liaise and interact with other technical staff to deliver the post goals.
- They will work alongside academic staff with regard to the running of undergraduate and postgraduate teaching laboratories and to provide advice on the use of equipment.

External

- Liaising with external service suppliers for the maintenance and repair of equipment.