

Post Details		Last Updated: 08/11/2018	
Faculty/Administrative/Service Department	FHMS/School of Veterinary Medicine		
Job Title	Assistant Laboratory Technician		
Job Family	Technical and Experimental	Job Level	2a
Responsible to	Pathology Laboratory Manager		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
The principle focus of this role is to provide assistant technical support to the clinical and research laboratories and teaching areas in the Veterinary pathology laboratories, within the Faculty of Health and Medical Sciences.			
<u>Key Responsibilities</u>			
<ol style="list-style-type: none"> 1. Assist with preparation and clear up of anatomy teaching classes. 2. Collection of teaching supplies (from a variety of locations), involving driving of a UoS van. 3. Perform basic laboratories maintenance tasks e.g. preparing and clearing anatomy practical. 4. Assist with design and clinical model building. 5. Assist across the vet school in other technical areas when required. 6. Assist with waste collections, with varying weight loads. 7. Monitor and maintain a safe working environment in accordance with Health and Safety procedures such as electrical safety testing, COSHH and disposal of waste solvents <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 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>			
<u>Planning and Organising</u>			
<ul style="list-style-type: none"> • The post holder will organise and prioritise their own work within an established operating environment, guided by their line manager • They will work with their line manager to identify and plan training and development requirements 			
<u>Problem Solving and Decision Making</u>			
<ul style="list-style-type: none"> • Working with guidance from their line manager, the post holder will learn and develop skills to a basic level of understanding to support veterinary pathology teaching, research and commercial activities • Being able to negotiate best routes to drive the UoS van for collection of teaching supplies and develop the necessary skills that would be required to when collecting supplies from abattoirs. 			
<u>Continuous Improvement</u>			
<ul style="list-style-type: none"> • Suggest/contribute possible ways of improving Veterinary pathology services • Develop their abilities and competencies through learning and exposure of the pathology laboratories. 			
<u>Accountability</u>			
<ul style="list-style-type: none"> • Post holder will have a minimum level of accountability, but would be expected to work to strict health and safety regulations/guidelines in place in the pathology laboratories. 			

Dimensions of the role

- To be providing support initially for the teaching of 48 veterinary sciences students, but this will grow to 140 per year
- To provide support for preparation of histology samples for pathology commercial work. Workload is expected to grow exponentially.

Supplementary Information

- The post holder is required to drive to and from abattoirs collecting samples.
- This is a physically demanding role.

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

GCSE 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

Full UK Driver Licence

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**

Experience of working in a Laboratory

D

n/a

An understanding of relevant Health and Safety requirements and procedures

D

n/a

Experience of working with a variety of animals (including farm and equine)

D

n/a

Experience of the safe handling and disposal of animal tissue samples

D

n/a

Experience of driving large vans (Transit)

D

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

1

Customer/Client service and support

2

Planning and Organising

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

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 Faculty of Health and Medical Sciences includes the School of Health Sciences, School of Biosciences, School of Veterinary Medicine and Surrey Clinical Research Centre. The work of the Faculty is set against a complex and evolving legal framework governing research and teaching and is in the process of establishing Undergraduate teaching in Veterinary Medicine.

The School of Veterinary Medicine has been created to foster interdisciplinary collaborations to improve human and animal health and to train the global veterinary leaders of the future. The school consists of purpose-built facilities including world-class two Clinical Skills Centers, a large pathology facility and teaching, research and diagnostic laboratories (opening 2015).

The post holder will communicate with students and academics from various disciplines, undertaking work within the Veterinary pathology areas and will be responsible to the Technical Manager.

The post holder will also liaise with staff from different Faculties across the University and will be required to work closely with the University's Health and Safety Unit.

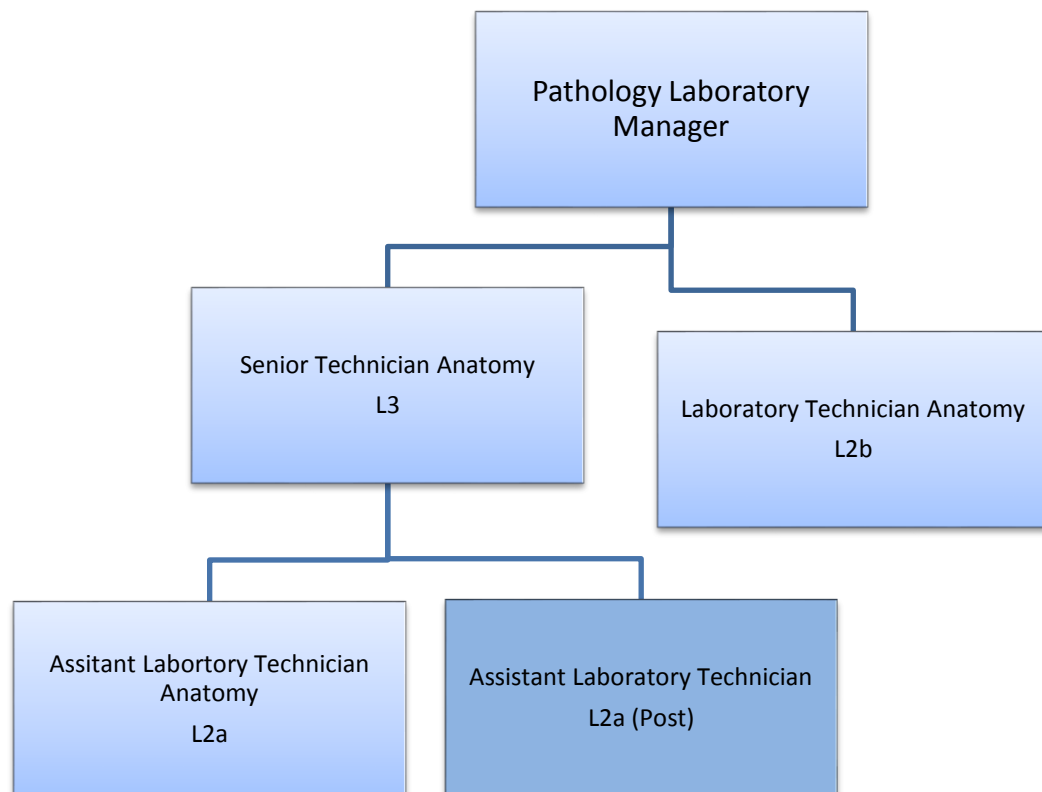
Department Structure Chart

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.

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.
- Excellent environmental performance is a strategic objective for the University of Surrey. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.

Undertake such other duties within the scope of the post as may be requested by your Manager.



Relationships**Internal**

- Day to Day instruction from the Pathology Laboratory Manager
- Guidance to be taken from the level 3 and 2b Laboratory Technicians
- Interaction with undergraduate and post-graduate students.

External

- Good communication with external suppliers/partners for Veterinary Pathology