

Post Details		Last Updated: 15/05/2015	
Faculty/Administrative/Service Department	Faculty of Health and Medical Sciences, School of Biosciences and Medicine		
Job Title	Laboratory Technician (Research)		
Job Family	Technical & Experimental	Job Level	2b
Responsible to	Senior Laboratory Technician		
Responsible for (Staff)	n/a		
Job Purpose Statement			
To provide specialist technical support to the laboratories of the Bacteriology section of the School of Biosciences and Medicine. To provide general technical support to students and academics undertaking research in the laboratories. To assist with running some of the core facilities of the School.			
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)			
<ol style="list-style-type: none"> 1. Assist in day-to-day support of research within laboratories: stock laboratory with frequently used consumables, prepare basic buffers and media, ensure that laboratory equipment is kept clean and well maintained. Work with the Senior Research Technician to ensure that the equipment is operating correctly and is serviced regularly. 2. Provide technical advice, training and assistance to students and staff with the application of specialised laboratory techniques and use of equipment for such techniques. 3. Assist with training and supervision of undergraduate and postgraduate students in a specialised project laboratory under the supervision of the lead technician. 4. Monitor and maintain compliance with all aspects of Health and Safety (H&S) within laboratories including training of students and lab users and providing lab inductions. 5. Assist in running of the core facilities (media autoclaves, Liquid Nitrogen Storage Facility) for the School of Biosciences and Medicine 6. As directed by the Research Laboratory Manager, work in other areas within the Technical Support Team of the School of Biosciences and Medicine 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			
<ul style="list-style-type: none"> • The post holder will organise and prioritise their work within an established operating environment, guided by the Senior Laboratory 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. 			
Problem Solving and Decision Making			
<ul style="list-style-type: none"> • Decisions taken will generally be based on established procedures and precedents, with the post holder referring more complex issues/problems to their line manager. Errors in judgement or failure to report an issue could result in damaging equipment or risking students' and staffs' personal safety. 			

<p>Continuous Improvement</p> <ul style="list-style-type: none"> 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. 		
<p>Accountability</p> <ul style="list-style-type: none"> The post holder is responsible for monitoring and maintaining a safe working environment within the laboratories, ensuring that the environment meets H&S 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 apply their technical knowledge and working knowledge of the required laboratory practices in order to provide advice, training and assistance to staff and students regarding the application of specialist techniques and use of equipment for preparation and application within the specified research 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. 		
<p>Dimensions of the role</p> <ul style="list-style-type: none"> The post-holder will assist postgraduate students and staff in the maintenance of laboratory equipment and consumables to these laboratories. 		
<p>Supplementary Information</p> <ul style="list-style-type: none"> 		
<p>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.</p>		
Qualifications and Professional Memberships		
Relevant qualifications plus some work experience within biosciences environment		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 in a similar role	E	2
Ability to undertake a range of technical support activities with minimal supervision	E	2
Ability to train and supervise others in basic laboratory techniques	D	
Ability to work independently, organise own work and set priorities	E	2
An understanding of relevant Health and Safety requirements and procedures	E	1
Familiarity with Microsoft software	E	1
Special Requirements:		Essential/Desirable
Flexibility to work within different technical teams to cover staff absences or increased work load		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		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.

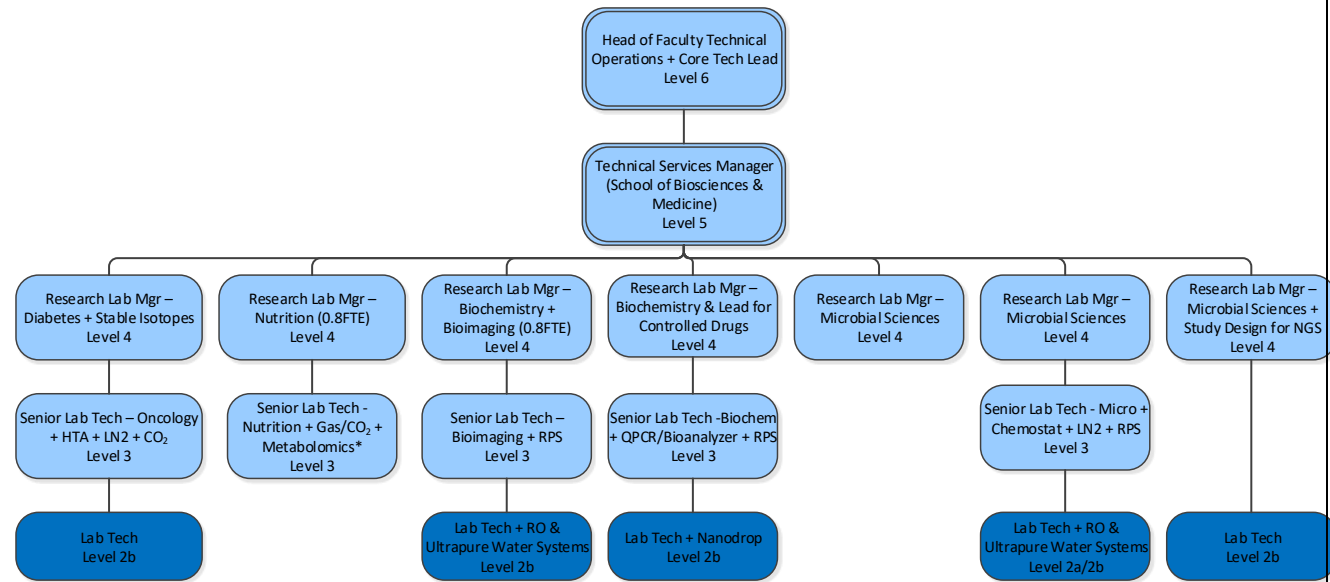
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

The Faculty is the second largest in the University, with 2000 full-time and nearly 2000 part-time students. In 2014 the University has risen substantially in the league tables, moving to 6th in the Guardian league table and 12th in the Complete University Guide. Within the faculty, the Guardian ranks us 13th for nursing programmes and 13th for Biosciences. The Times Good University Guide ranks us 2nd in the country for Food Science and 13th for our Nursing courses. The University has also risen to 9th in the National Student Survey (NSS). 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 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

- The post holder will communicate with undergraduate, taught/research-postgraduate students.
- The post holder will liaise with academics to assist with the efficient and accurate running of their research.
- They will liaise with other technical staff to request advice on experimental work, IT issues and use of specialist equipment.
- 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 the Faculty Safety Advisor and staff from the University Safety Office in their role in providing a Health & Safety.

External

- The post holder will liaise with external service suppliers for the maintenance and repair of equipment.