

# Job description

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| **Faculty** | Science and Engineering | |
| **Department** | Pharmacy and Biomolecular Sciences | |
| **Location** | Moulsecoomb | |
| **Job title**  **Post number** | Assistant Technician  SP6060 | |
| **Grade** | 2 | |
| **Responsible to** | Technical Services Manager  (On a day to day basis the role holder will be supervised by the Technical Officer. However, the Technical Services Manager(s) have overall responsibility for the technical services, training and career development of the technical staff within the School) | |
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| **Main areas of responsibility** |  |  |
|  | 1. | To support laboratory teaching, research and consultancy as appropriate carrying out specific laboratory and general duties to high standard of care and safety for technical/research/academic and administrative staff. |
|  | 2. | To assist with ensuring health and safety requirements are met. |
|  | 3. | To provide an adequate supply of glassware and consumables to teaching and research laboratories meeting agreed standards, established protocols and deadlines. |
|  | 4. | To ensure the cleanliness of laboratories, equipment and storage areas, placing requisitions for cleaning supplies and operating laundry service for the school as necessary and maintaining stocks throughout the school. |
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| **Specific duties** | **1.** | **To support laboratory teaching, research and consultancy as appropriate, carrying out specific laboratory and general duties to high standard of care and safety for technical/research/academic and administrative staff.** |
|  | 1.1 | To assist generally undertaking routine laboratory tasks. |
|  | 1.2 | To set up laboratories with apparatus and equipment as required. |
|  | 1.3 | To make up and dispense media and replenish decontaminating pots with fresh supply. |
|  | 1.4 | To clean out housing and replenish bedding, food and water and other duties in line with home office guidelines within the biosciences unit, ensuring security of area at all times and alarming of area as required. |
|  | 1.5 | To perform laboratory and safety tests, to record reliable and precise data supporting scientific investigations. |
|  | 1.6 | To make up simple chemical and biochemical solutions to agreed standard as directed. |
|  | 1.7 | To assist IT technician in the installation of software on new machines. Working with configuring Windows 7 and Windows XP. Install Printers and setup Desktop PCs for staff. |
|  | 1.8 | To participate in goods in rota. |
|  | 1.9 | To assist to move furniture, heavy equipment and poster boards as requested by the Technical Managers. |
|  | 1.10 | To assist in examination invigilation and similar support activities. |
|  | **2.** | **To assist with ensuring health and safety requirements are met.** |
|  | 2.1 | To undertake electrical safety testing of portable appliance following completion of appropriate training, generate, maintain appropriate records. |
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|  | 2.2 | To undertake Air flow velocity testing/recording of fume hoods following completion of appropriate training. |
|  | **3.** | **To provide an adequate supply of glassware and consumables to teaching and research laboratories meeting agreed standards, established protocols and deadlines.** |
|  | 3.1 | To establish and operate a rota system allocating and distributing duties to synchronise with timetable/school schedule requirements. |
|  | 3.2 | To wash by hand or by machine used laboratory glassware using approved cleaning materials. |
|  | 3.3 | To dry clean glassware, sort as to type and replace in storage areas. |
|  | **4.** | **To ensure the cleanliness of laboratories, equipment and storage areas, placing requisitions for cleaning supplies and operating laundry service for the school as necessary and maintain stocks throughout the school.** |
|  | 4.1 | To clean laboratories, working surfaces, shelving and cupboards. |
|  | 4.2 | To clean apparatus and equipment as directed. |
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|  | 4.3 | To monitor, record, requisition, receive, check, deliver and store equipment and materials referring to Standard Operating Procedures (SOP’s, Material Safety data sheets (MSDS) and the Control of Substances Hazardous to Health (CoSHH) risk assessments sheets, as appropriate, and ensuring adequate supplies. |
|  | 4.4 | To maintain the laboratories, stores and other general areas in a clean, tidy condition and monitor as required. |
|  | 4.5 | To undertake cleaning and maintenance of specialised laboratories, liaising with lab manager, technical, academic and research staff and organise the cleaning rota and respond to special requests in accordance to SOP’s. |
|  | 4.6 | To report faults on the Estate and Facilities Management website Planon or to Technical Manager. |

**Selection criteria:** The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they satisfy them. Evidence of potential will also be considered. Most of the criteria must normally be met in order to qualify for selection.

**Essential:**

* **Knowledge/qualifications:** previous laboratory or specialist cleaning experience; a commitment to safe working practices and keeping up to date on relevant health and safety regulations and procedures and/or health and safety training, working knowledge of computers and printers and/ or some IT experience and/or training; an ability to carry out a range of duties and operate a range of equipment, tools and machines and a willingness to undertake a range of training activities (to include health and safety, electrical testing and data protection etc); commitment to ensure that equipment, facilities and environment are maintained to a high standard of presentation.
* **Communication:** good communication skills, being able to respond clearly to the information needs of staff, students, researchers and visitors as appropriate to the situation.
* **Sensitivity**: helpful, co-operative; listens well and considers others’ needs and perspectives; reliable, honest and committed to maintaining confidentiality; ability to be diplomatic in dealing with difficult situations and being able to communicate information sensitively; appreciates the problems faced by students and staff.
* **Organisation:** able to prioritise workloads in conjunction with manager and team on a daily basis; able to plan ahead; uses time efficiently and works systematically; ability to plan actions to meet deadlines; pays attention to detail and meets and maintains high standards.
* **Teamwork:** the ability to work as part of a team, flexible, co-operative and helpful; sensitive to the needs and feelings of others, appreciates own strengths and weaknesses. Able to work with colleagues to contribute to the development of procedures to improve service delivery.
* **Self-Motivation:** able to use initiative to resolve problems and/or refer to manager as appropriate; committed to continuous self-improvement and ability to adapt to change.
* **Physical:** capable of working under pressure during peaks of excessive workload; the ability to see clearly, able to use a VDU and is free from allergies to biological/chemical materials; sufficient manual dexterity to perform the above duties carefully and safely.

**Desirable:**

* Experience of working in higher education.
* Experience of handling fragile apparatus and washing glassware.
* Willingness to perform other duties as required.
* Willingness to undertake further training as and when required.

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