

**Job Description**

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| Job Title | Laboratory Assistant (Animal Husbandry) |
| Department | School of Natural Sciences |
| HR Ref No. |  |
| Role Code |  |
| Grade | OS3 |
| Base location |  |
| Reports to | Laboratory Manager |
| Direct reports | None |
| Date created |  |

**Job purpose**

The role holder will work as an effective member of the technical team, primarily providing high quality animal husbandry to our on-site animal populations. You will also be expected to assist in the preparation of equipment for practical teaching and general laboratory housekeeping duties.

**Key duties and responsibilities**

* Carry out daily animal husbandry tasks, including cleaning, feeding, monitoring tank conditions, animal counts, record keeping and general facilities maintenance.
* Ensure that laboratory preparation areas are kept clean and tidy, including proper disposal of lab waste and cleaning/sterilising of glassware
* Maintain inventories of field equipment and maintain records of any items loaned to staff and students
* Maintain consumables stores and ensure consumables are ordered in a timely manner
* Prepare and set up equipment for practical work in collaboration with academic and technical staff, and clear equipment away following practical sessions
* Ensure relevant health and safety procedures are adhered to
* In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

**General duties**

* To uphold and comply with all University’s policies and procedures, including those relating to:
	+ Equality, diversity and inclusion
	+ Health and safety
	+ Data protection and IT security
	+ Safeguarding
	+ Sustainability
* To support the creation of a culture that is highly performance focused and built on a foundation of fairness, diversity, belonging and inclusivity.

**Person Specification**

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| --- | --- | --- | --- |
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The person specification details the qualifications, skills, experience or other attributes needed to perform the job.

**Essential criteria** are those, without which, a candidate would not be able to do the job. Applicants who do not clearly demonstrate in their application that they possess the essential criteria will normally be rejected at the shortlisting stage.

**Desirable criteria** are those that would be useful for the candidate to possess and will be considered when more than one applicant meets the essential requirements.

**Methods of assessment:**

**A** = Application Form**, I** = Interview/Assessment Tests**, P** = Pre-Employment Checks

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| Selection Criteria | Essential (E) orDesirable (D) | Assessed via |
| QUALIFICATIONS |  |  |
| 5 GCSEs grade A-C (or equivalent) including Maths | E | A |
| Education to A Level (or equivalent) including A Level Biology | D | A |
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| KNOWLEDGE AND EXPERIENCE |  |  |
| Experience of working in animal husbandry | E | A/I |
| Experience of handling reptiles, insects, amphibians and marine life | D | A/I |
| Good working knowledge of standard software applications including Microsoft Office | E | A/I |
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| SKILLS AND PERSONAL ATTRIBUTES |  |  |
| Ability to work with a range of equipment and software | E | A/I |
| Ability to convey technical knowledge to others | E | A/I |
| Ability to use initiative and deal with problems | E | I |
| Effective communication skills | E | I |
| Ability to work effectively with others as part of a team | E | I |
| Ability to plan own work and use resources effectively | E | I |
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