

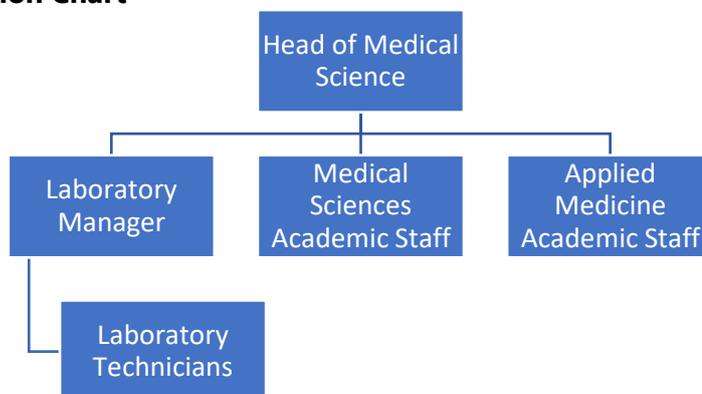
Job Description

Job Title	Senior Laboratory Technician
Department	Division of Medical Sciences
HR Ref No.	0050-26
Role Code	OS7
Grade	OS7
Base location	Exton Park Campus
Reports to	Laboratory Manager
Direct reports	None
Date created	March 2026

Job Purpose

This role provides specialist technical support for teaching and research at Chester Medical School within the Faculty of Health, Medicine and Society. The postholder will play a key role in preparing and maintaining advanced laboratory equipment, supporting practical teaching and research activities, and delivering hands-on guidance in complex biomedical techniques. Working closely with academic staff, the technician will ensure high-quality technical provision across undergraduate and postgraduate programmes, contributing to student skill development, research excellence, and safe, efficient laboratory operations.

Organisation Chart



Key Duties

Maintaining Health and Safety Standards

- Enforce laboratory rules, escalating concerns to the Laboratory Manager as appropriate
- Write and review Standard Operating Procedures for routine laboratory processes
- Write and review Risk Assessments, including assessments made under the Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Write and deliver laboratory inductions for both staff and students
- Report all accidents, incidents and near misses in accordance with University of Chester procedures
- Process and dispose of laboratory waste as directed by the Laboratory Manager

Supporting Academic Research Projects

- Offer technical guidance and support to persons undertaking research projects
- Calibrate laboratory equipment in accordance with Standard Operating Procedures
- Oversee laboratory equipment booking systems

Facilitating Taught Practical's

- Make collaborative decisions with academic staff regarding the contents of taught laboratory sessions at undergraduate and postgraduate levels
- Support academic staff with the delivery of taught practical sessions
- Prepare samples for analysis by students
- Trial new procedures and gather sample data sets
- Demonstrate laboratory techniques to undergraduate and postgraduate students
- Coordinate the use of shared resources with other departments
- Prepare resources for taught practical sessions, ensuring consistency and accuracy

Procuring Laboratory Consumables

- Maintain stocks of core laboratory consumables through effective inventory management
- Contact laboratory suppliers to obtain competitive quotations for laboratory items
- Request purchase orders through the university procurement system
- Receive orders and distribute them to laboratories in a timely manner

Maintaining Laboratory Equipment

- Ensure laboratory equipment is maintained in accordance with the manufacturers instructions, utilising specialist contractors where necessary
- Troubleshoot faulty equipment within your own level of competency and escalate any issues in accordance with departmental procedures
- Supervise maintenance activities conducted by third parties
- Change consumable parts of equipment including any filters, gas cylinders or batteries in accordance with training

Completing Inventories and Audits

- Maintain asset inventories for all key pieces of laboratory equipment
- Maintain chemical inventories and ensure chemical stores are kept secure at all times
- Maintain an inventory of laboratory consumables
- Participate in HTA sample audits, ensuring accurate records of all pieces of relevant material

Additional Duties

- Be a member of the University of Chester HTA team, acting as a 'Person Designated'
- Be part of an on-call rota for responding to laboratory emergencies out-of-hours
- Complete all mandatory training and update training required for the role
- Act as a First Aider and Fire Warden for the department, following any training received
- Report maintenance issues through the facilities helpdesk (Q2) ticketing system
- Report IT issues to the Library Information Services through their ticketing system
- Attend University of Chester Open days to support student recruitment
- With the support of academic staff, deliver science-themed outreach sessions to local schools and colleges
- 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
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- To support the creation of a culture that is highly performance focused and built on a foundation of Collaboration, Learning, Innovation, Community and Kindness
 - 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

Person Specification

Job Title	Senior Laboratory Technician	Role Code	
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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

Selection Criteria	Essential (E) or Desirable (D)	Assessed via
QUALIFICATIONS		
Undergraduate degree in Biomedical Science (or related discipline)	E	A
Postgraduate qualification or degree in a relevant subject area	D	A
NEBOSH National General Certificate (or other relevant H&S qualification)	D	A
KNOWLEDGE AND EXPERIENCE		
Experience of mammalian cell culture, microbiology or histopathology laboratory techniques	E	A/I
Experience of flow cytometry	D	A/I
Experience of working in laboratory research environments	E	A/I
Experience of providing technical support and training in a laboratory setting	E	A/I
Familiarity with setting up and using a wide range of scientific laboratory equipment	E	A/I
Experience of using Microsoft Office programmes including Outlook, Teams, Excel & Word	E	A/I
Experience of working under the HTA	D	A/I
Experience of managing contractors	D	A/I
SKILLS AND PERSONAL ATTRIBUTES		
Effective communication to deliver demonstrations and instruction to students with varying experience	E	A/I
Ability to plan own work and make independent decisions	E	A/I
Working with and supervising students in laboratories	E	A/I
Adaptable, hard-working, self-disciplined and committed	E	A/I
Ability to work effectively as part of a team, and support students and academic staff	E	A/I
Ability to make effective decisions about the use of laboratory and other teaching resources	E	A/I
Ability to work in laboratories where animals may be present	E	A/I
Ability to perform routine manual handling tasks	E	A/I

Ability to wear Respiratory Protective Equipment subject to face-fit testing	E	A/I
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UNIVERSITY OF CHESTER
TERMS & CONDITIONS OF EMPLOYMENT

FACULTY OF HEALTH, MEDICINE AND SOCIETY
SENIOR LABORATORY TECHNICIAN
PERMANENT, FULL TIME
BASED AT CHESTER

SALARY SCALE

University Scale OS7, points 23 - 26, £32,080 - £34,610 per annum.

HOURS OF WORK

36.5 hours per week

Monday to Thursday	8.30am - 5.00pm
Friday	8.30am - 4.00pm (less one hour for lunch each day).

A flexible approach to work will be required as there may be occasions when it would be necessary for you to work additional hours as dictated by the workload.

HOLIDAY ENTITLEMENT

22 days per annum (in the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis), rising to 27 days after five years' continuous service. Two extra statutory days per annum during the Christmas period.

MEDICAL EXAMINATION

Successful candidates will be required to complete an Occupational Health questionnaire and may be required to undergo a medical examination.

ESSENTIAL CERTIFICATES

Short-listed candidates will be asked to bring to interview, proof of qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by Human Resources.

PENSION SCHEME

The University operates two pension schemes for support staff:

- The default scheme is the Higher Education Defined Contribution Scheme (HEDCS), which is administered by Aviva.
- The Cheshire Local Government Pension Scheme, to which the University is an admitted body.

All support staff are entitled to participate in one of these schemes. Some staff will be automatically enrolled into a scheme, depending on their age and earnings, but if they

do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES

The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY

The University operates a No-Smoking policy.

PROBATIONARY PERIOD

A nine months' probationary period applies to all University posts.