



JOB DESCRIPTION

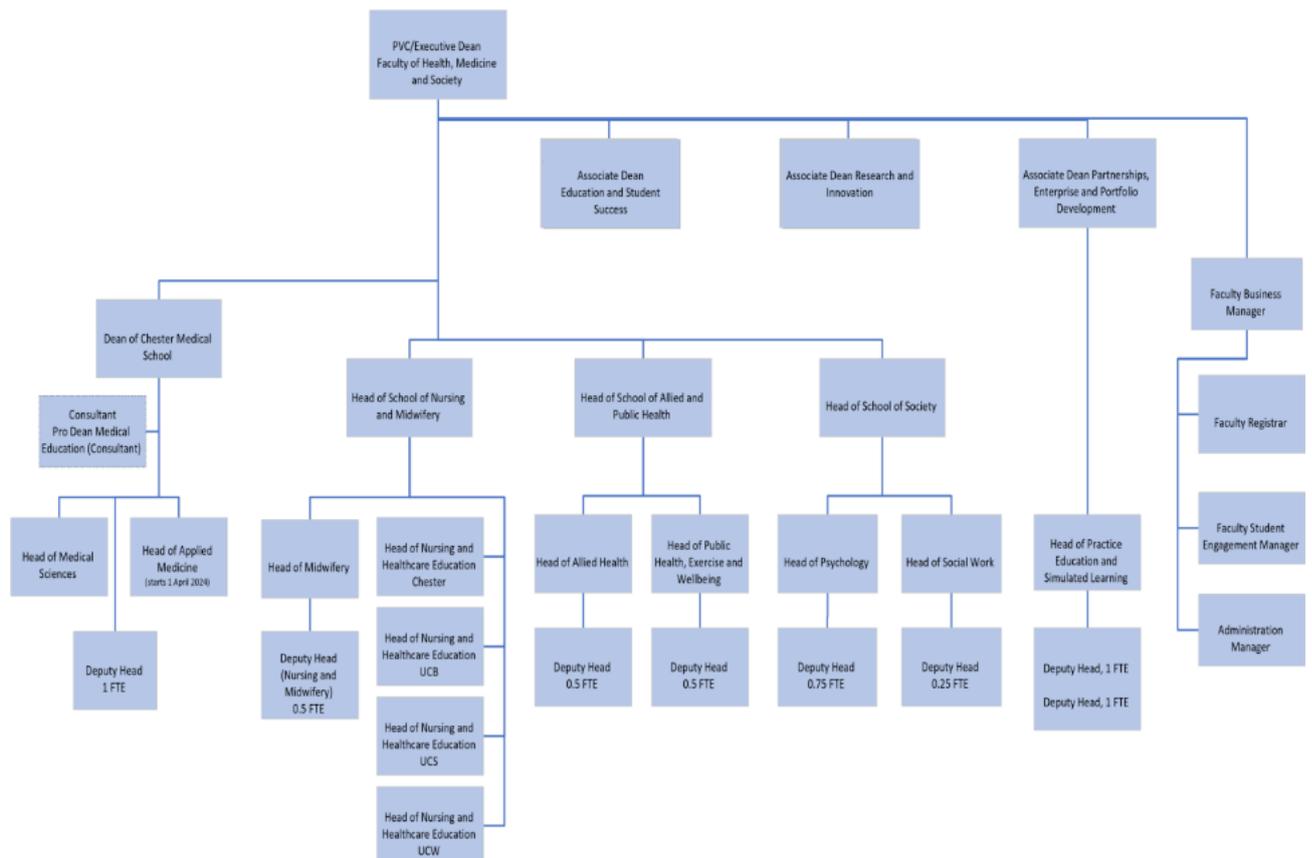
1. JOB TITLE: Laboratory Technician

2. HR REFERENCE NUMBER: 0954-26

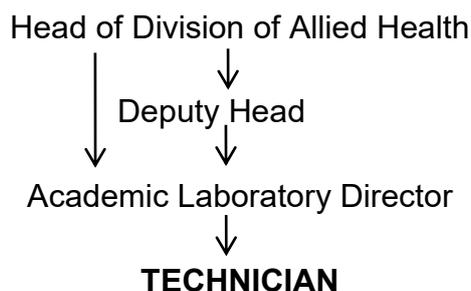
3. ROLE CODE: TECCSN

4. DIVISION: Allied Health

5. ORGANISATION CHART:



Organisational Chart: Division:



6. JOB PURPOSE:

The post holder will provide technical support and guidance for students and staff using laboratories in the Division of Allied Health, within the Faculty of Health, Medicine and Society. Duties include preparation of materials and resources for laboratory-based teaching and research, as well as setting up and maintenance of equipment and research related tasks.

7. BACKGROUND INFORMATION:

The Division of Allied Health is a leading provider of undergraduate and postgraduate courses in Nutrition, Dietetics, Exercise and Nutrition Science, Food Science and Innovation, Cardiovascular Health and Rehabilitation, and Lifestyle Medicine. These courses have significant experimental components which require students to develop high level scientific skills. This post is crucial in supporting students as they develop the necessary skills in their academic courses.

8. WORK PERFORMED

8.1 Communicating Effectively

- Answer general queries from students and staff on a daily basis.
- Communicate with colleagues and students in relation to teaching and research.
- Instruct students in the preparation of materials and use of laboratory equipment.
- Produce written methods for practical sessions, generating usable instructions from complex information so they are easily understood by students.
- The role holder may be required to provide exam invigilation support.

8.2 Leadership and Working Collaboratively

- To operate as a member of the Technical and Research team in the division, providing support for teaching and research activities.
- Work with academic staff within the division.

8.3 Liaison and Networking

- To liaise with academic staff and students on requirements for practical sessions or research.
- Attend meetings of technical team, and those of subject working groups.
- Communicate with scientific suppliers, service engineers.

8.4 Service Delivery

- To provide a helpful, responsive service to the requests of academic staff regarding preparation for practicals, fieldwork or research.
- Respond to student requests for assistance in practical sessions and with research projects.
- Prepare and maintain laboratory equipment.
- To undergo phlebotomy training and perform venepuncture to support teaching and research.

8.5 Effective Decision Making

- To make independent decisions about preparation of materials and equipment for teaching and research.
- Make collaborative decisions with others in the technical team on provision of support and guidance for students and staff using the laboratories.
- To provide advice to students or colleagues, where appropriate, to enable them to make decisions relating to practical work and research.

8.6 Planning and Organising Self and Others

- To work autonomously and independently, planning and organising workload to meet the requirements of staff and students within the Division.
- Working with technical team to ensure efficient use of labs and teaching resources.
- Contribute to planning of teaching and research projects.

8.7 Innovation and Improvement (Effective Problem Solving)

- Deal with standard day to day problems that may arise, e.g. broken equipment.
- To solve more complex problems such as testing equipment and adapting methods before demonstrating to students. The role holder would be expected to use initiative to adapt procedures and ensure success.
- Provide technical advice to students, or direct them to relevant sources of further information, so they can achieve maximum potential.
- Ensure facilities and equipment are maintained to required standards, reporting problems to the Academic Director of Laboratories.

8.8 Analysis and Research

- To order and maintain stocks of materials required for teaching and research.
- Analyse practical requirements and test methods before sessions are delivered to students.
- Conduct literature and database surveys.
- Undertake research-related tasks, including preparing, setting up, conducting, and recording the outcome of experiments and field work, using existing methodology and through discussion with the Research Supervisor.
- Support students with interpretation of data collected from lab work.
- Write up results of research.

8.9 Sensory and Physical Demands

- The role holder is required to lift, carry, and set up laboratory equipment and materials.
- The role holder must be Health and Safety aware, comply with relevant H&S regulations, and ensure that students work safely.
- To assist with day visits and fieldwork, possibly as minibus driver.

8.10 Work Environment

- The working environment is predominantly laboratory-based but may include some fieldwork and other outdoor activities.
- The role holder will be familiar with COSHH regulations and Health and Safety regulations relating to the use of equipment.
- Working with academic staff to ensure that procedures are risk assessed and students supervised for working safely.
- To be responsible for the storage and maintenance of equipment and provide support and guidance in the safe use of equipment and facilities.

8.11 Pastoral Care and Welfare

- Show a basic sensitivity and consideration to students and colleagues.

8.12 Team Development

- Contribute to the induction and development of new staff where needed.

8.13 Teaching and Learning Support

- To contribute to inductions for new students as required.
- Provide ad hoc instruction on the use of lab equipment and techniques.
- Deliver technical instruction, support and guidance to students, for accurate preparation of solutions and correct use of lab and field equipment.
- May contribute to teaching, learning and research activities in the division.

8.14 Knowledge and Experience

- A degree in a Biological/Biomedical Science or a closely related subject.
- Knowledge and sufficient experience of skills and techniques employed in Biological/Biomedical Sciences.
- A good communicator, able to provide effective technical instruction and guidance adapted to suit students with mixed levels of understanding.
- Computer literacy and numeracy.
- Experience of independent research, preferably gained through Masters-level study or equivalent.

8.15 General

- To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.
- To take responsibility for upholding and complying with the University's Equality and Diversity policies and for behaving in ways consistent with fair and equal treatment for all.
- To comply with all University Health and Safety policies.

PERSON SPECIFICATION		
Job Title: Laboratory Technician	Division: Allied Health	
Criteria	Essential / Desirable	Method of identification
<p>Qualifications: Undergraduate degree in Biomedical, Biochemical or Biological Sciences (or closely related subject).</p> <p>Master's degree in Biomedical, Biochemical or Biological Sciences (or closely related subject).</p>	<p>Essential</p> <p>Desirable</p>	<p>Application form</p> <p>Application form</p>
<p>Proven Experience: Experience and proficiency in techniques and skills employed in practical work for Biomedical, Biochemical or Biological Sciences, particularly, ELISA, tissue/cell culture.</p> <p>Experience of RT-qPCR</p> <p>Experience of providing technical support to students in higher education.</p> <p>Computer literacy and numeracy.</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form</p>
<p>Delivering academic and service excellence: Familiarity with setting up and using a wide range of laboratory equipment.</p> <p>Effective communication to deliver instruction and guidance to students with varying experience.</p> <p>Possess sufficient breadth or depth of specialist knowledge in the discipline and develop further skills in and knowledge of research methods and techniques.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p>
<p>Managing self and inspiring others: Ability to plan own work and make independent decisions.</p> <p>Hard-working, self-disciplined and committed.</p>	<p>Essential</p> <p>Essential</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p>
<p>Working together: Ability to work effectively as part of a team, and support students and academic staff.</p>	<p>Essential</p>	<p>Application form/ Interview</p>
<p>Organisational and stakeholder awareness: Ability to make effective decisions about the use of laboratory and other teaching resources.</p>	<p>Essential</p>	<p>Application form/ Interview</p>

**UNIVERSITY OF CHESTER
TERMS & CONDITIONS OF EMPLOYMENT**

FACULTY OF HEALTH, MEDICINE AND SOCIETY

**LABORATORY TECHNICIAN
FULL TIME
PERMANENT CONTRACT
BASE: CHESTER**

SALARY SCALE

University Scale OS5, points 15 - 18, £26,093 - £28,031 per annum.

HOURS OF WORK

36.5 hours per week to be worked:

Monday - Thursday	8:30am – 5:00pm
Friday	8:30am – 4:00pm (less an 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.