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| Last updated: | August 2015 |

**JOB DESCRIPTION**

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| Post title: | **Technician** | | |
| Academic Unit/Service: | Human Development and Health (HDH) | | |
| Faculty: | Medicine |  |  |
| Career pathway: | Technical and Experimental (TAE) | Level: | 2b |
| \*ERE category: | N/A | | |
| Posts responsible to: | HDH Senior Facilities/Technical Manager | | |
| Posts responsible for: | N/A | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To provide effective and efficient technical support within the EpiGen Global Research Consortium working under the direction of post-doctoral researchers in the group. Guidance and coaching to students in relation to technical operations. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | **To contribute to the day-to-day technical operation of the work environment**   * Maintenance of specialised equipment including record-keeping of these activities. * Refill consumable stocks within laboratory area. General laboratory housekeeping functions ensuring reasonable levels of cleanliness and tidiness in the laboratory. * Conduct routine and defined tests such as Molecular Biology techniques such as gel electrophoresis, DNA and RNA extraction and the quality control and PCR. * Monitor and maintain a safe working environment in accordance with Health and Safety procedures. To assist in the preparation of risk assessments, COSHH and SOPs (Standard Operating Procedures). Liaise with senior lab personnel with regard to Health and Safety and Fire Regulations or administrative issues within working area. * Attend relevant meetings when requested by manager in support of standard work activities. | 50% |
|  | **Maintenance and management of work environment**   * To organise and provide day-to-day maintenance of basic laboratory equipment within the EpiGen group laboratories. * To organise the storage of biological samples usually within freezers or under liquid nitrogen. Maintain accurate records for the storage of these samples. This will involve organising the de-frosting of freezers on a regular basis. * To organise the provision of routine laboratory functions such as organisation of laboratory waste disposal, preparation of reagents and autoclaving. * To undertake ordering of reagents and consumables. To undertake general laboratory housekeeping functions ensuring reasonable levels of cleanliness and tidiness in the laboratory. * Dealing with Suppliers of laboratory equipment and consumables. | 35% |
|  | **Planning and organising**   * Under the supervision of the EpiGen laboratory staff, plan and organise technical support tasks in conjunction with other technical support staff in other laboratories. * Adapt and refine work practices within the laboratory. * Prepare work rotas and activity scheduling in own work area for routine tasks. | 15% |
|  | * Any other duties that fall within the scope of the role, as allocated by the line manager following consultation with the post holder. |  |

| Internal and external relationships |
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| HDH Facilities Manager & Senior Technical and Health and Safety Officer  HDH Technical Staff - to discuss research issues and building related issues  EpiGen Academic staff - discuss research  Outside the University  Suppliers of laboratory equipment and consumables |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge & experience | Experience of operating technical equipment and ability to carry out specialist testing  Relevant NVQ2/GCSE/City and Guilds or equivalent qualification or experience  Previous work experience within a technical support role  Able to demonstrate a good understanding of technical processes relating to work area  Experience of general laboratory housekeeping functions ensuring reasonable levels of cleanliness and tidiness in the laboratory  Knowledge and experience of lab Health and Safety | Knowledge and experience of maintaining lab equipment  Ability to make effective use of standard and specialist computer systems  Experience of data input and analysing data and presenting summary information in a clear and concise format  Knowledge of routine Molecular Biology techniques including gel electrophoresis, DNA and RNA extraction and QC, and PCR | CV/Interview  CV  CV  CV  CV/Interview  CV/Interview  Interview |
| Planning & organising | Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard to required deadlines  Attention to detail |  | Interview  Interview |
| Problem solving & initiative | Proven organisation skills  Ability to work well with minimum supervision | Ability to work independently to solve a range of problems relating to technical processes | Interview  Interview |
| Management & teamwork | Able to contribute to team efficiency through sharing information and constructively supporting others |  | Interview |
| Communicating & influencing | Experience of providing clear, accurate and concise written documentation | Experience of providing advice on technical procedures to colleagues and external customers  Experience dealing with Suppliers of laboratory equipment and consumables | Interview  Interview |
| Special requirements | Willingness to undertake Health and Safety training specific to role |  | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

Please tick all those that apply, and put N/A if not applicable

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| **Environmental Exposures** | **O\*** | **F** | **C** |
| Outside work |  |  |  |
| Extremes of temperature (eg fridge/ furnace) |  | YES |  |
| Potential for exposure to body fluids ## | YES |  |  |
| Noise (greater than 80 dba - 8 hrs twa) ## |  |  |  |
| Exposure to hazardous substances (eg solvents, liquids, dust, fumes, biohazards). Specify …………………………………………………………. ## |  | YES |  |
| Frequent hand washing |  | YES |  |
| Ionising radiation. |  |  |  |
| **Equipment/Tools/Machines used** |  |  |  |
| Food Handling ## |  |  |  |
| Driving university vehicles(e.g. car/van/LGV/PCV) ## |  |  |  |
| Use of latex gloves (note: prohibited unless specific clinical necessity) ## |  |  |  |
| Vibrating tools ( e.g. strimmers, hammer drill, lawnmowers) ## |  |  |  |
| **Physical Abilities** |  |  |  |
| Load manual handling. | YES |  |  |
| Repetitive Crouching/Kneeling/Stooping |  |  |  |
| Repetitive Pulling/Pushing |  |  |  |
| Repetitive Lifting |  |  |  |
| Standing for prolonged periods |  | YES |  |
| Repetitive Climbing i.e. steps, stools, ladders |  |  |  |
| Fine motor grips (e.g. pipetting) |  | YES |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **Psychosocial Issues** |  |  |  |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| Shift work/night work/on call duties ## |  |  |  |