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| Last updated: | 16/06/16 |

**JOB DESCRIPTION**

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| Post title: | **Laboratory Technician** | | |
| Academic Unit/Service: | Centre for Learning Anatomical Sciences, Academic Unit Medical Education, Faculty of Medicine | | |
| Faculty: | Medicine | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 3 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Laboratory Manager Level 5 | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To provide technical and organisational support in the Anatomical Sciences Laboratory (ASL) and assist teaching staff and undergraduate medical students. To develop and maintain the range of teaching resources in the ASL. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To plan the provision of anatomical specimens and to prepare specified prosections and exhibits of anatomical specimens for undergraduate, postgraduate and external clients in collaboration with the Anatomical Sciences Dissector and to oversee and maintain these anatomical collections. | 40 % |
|  | To plan and oversee the day-today organisation of the ASL, including setting up of learning resources for undergraduate, postgraduate students and external clients. | 20 % |
|  | To be responsible for embalming cadavers as required by the ASL manager. | 10 % |
|  | To ensure compliance with health and safety procedures and Human Tissue Authority regulations within the work environment. | 5 % |
|  | To supervise other users of the ASL as required. | 5 % |
|  | To maintain the cleanliness of all aspects of the ASL. | 5 % |
|  | To organise and participate in the disposal of human cadaveric material. | 5 % |
|  | To provide the ASL Manager with information on the requirements for general maintenance of the ASL, upkeep of equipment and re-ordering of consumables. | 5 % |
|  | Assist with other general duties as may be reasonably required by the ASL Manager or Director of CLAS. | 5 % |

| Internal and external relationships |
| --- |
| Meet service expectations under the direction of the ASL Manager in order to ensure that teaching material is available for classes and inform of any operational difficulties. Work with the Anatomy Dissector to plan for and provide prosections. Liaise with academic staff, undergraduate and postgraduate healthcare students, clinicians and mortuary staff and funeral directors in the provision of these services. |

| Special Requirements |
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| Dealing with human cadaveric material.  Manual handling. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Relevant NVQ3/HNC/A-Level/City and Guilds or equivalent qualification or experience | Previous work experience in a scientific laboratory or similar environment  Good working knowledge of the Human Tissue Act or similar legislation | Application and interview  Application and interview |
| Planning and organising | Ability to plan and organise own workload and the workload of others to ensure work is completed to a high standard and to deadline.  Ability to successfully plan and deliver projects over a longer period of time, e.g. several months |  | Application and interview  Application and interview |
| Problem solving and initiative | Ability to identify problems and propose solutions to problems for which no standard procedure exists |  | Application and interview |
| Management and teamwork | Ability to work both in a team and individually | Ability to effectively allocate to, and check work of staff, coaching/training and motivating staff as required. | Application and interview |
| Communicating and influencing | Demonstrate good, clear communication skills  Able to offer appropriate proactive advice and guidance on specialist procedures  Ability to deal with sensitive information in a confidential manner |  | Application and interview  Application and interview  Application and interview |
| Other skills and behaviours | Ability to relate well with, and influence, students and professionals alike within the Anatomical Sciences Laboratory |  | Application and interview |
| Special requirements | Willingness to work with cadaveric material  Ability to cope with manual handling |  | Application and interview  Application and 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.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | √ |  |  |
| Extremes of temperature (eg: fridge/ furnace) | √ |  |  |
| ## Potential for exposure to body fluids | √ |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | n/a |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  | √ |  |
| Frequent hand washing |  | √ |  |
| Ionising radiation | n/a |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling | n/a |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) | n/a |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) | n/a |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) | n/a |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  | √ |  |
| Repetitive crouching/kneeling/stooping | n/a |  |  |
| Repetitive pulling/pushing |  | √ |  |
| Repetitive lifting |  | √ |  |
| Standing for prolonged periods |  | √ |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | n/a |  |  |
| Fine motor grips (eg: pipetting) | √ |  |  |
| 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 | n/a |  |  |
| Lone working | n/a |  |  |
| ## Shift work/night work/on call duties | n/a |  |  |