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| Last updated: | 20/08/2019 |

**JOB DESCRIPTION**

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| Post title: | **Research Technician in Cellular Stress Response** | | |
| School/Department: | School of Biological Sciences | | |
| Faculty: | Faculty of Life Sciences | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 3 |
| Posts responsible to: | Professor of Neurobiology | | |
| Posts responsible for: | none | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To ensure the provision of effective and efficient technical support for the research group of Daniel Kaganovich. You will be responsible for the day to day conduction of experiments in yeast and cultured cell lines. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To carry out a range of tests, analysing and evaluating the results using specified methodologies, and contributing to the interpretation of results, the development of techniques and the choice of models and approaches. | 45 % |
|  | To plan and oversee the provision of specialist technical support for the defined research or consultancy projects, interpreting and meeting the requirements of research grants, and deploying defined resources to ensure operational and cost-efficiency. | 20 % |
|  | To ensure accurate completion of all documentation, reports and records. | 10 % |
|  | To ensure equipment in the work environment is maintained in accordance with technical and health and safety procedures, diagnosing faults and repairing apparatus as necessary. | 5 % |
|  | To ensure compliance with health and safety processes within work environment. | 5 % |
|  | To advise on the pricing and purchasing of equipment and consumables and ensure adequate stocks of supplies, ensuring finances and work resources are monitored efficiently and appropriately. | 5 % |
|  | To train students, junior colleagues and new researchers in techniques and the safe and effective use of equipment, and communicating and liaising with all internal and external users of technical service. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Other members of the department/University staff.  External stakeholders |

| Special Requirements |
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| Attendance at national research group meetings; attendance and presentations at national and international conferences |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of A-Level with proven work experience acquired in relevant technical support roles and job-related training.  Experience of applying understanding of specialist technical equipment, processes and procedures.  Able to demonstrate a good understanding of technical processes relating to work area.  Ability to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.  Ability to make effective use of standard office computer systems including word-processing and spreadsheets.  Experience of experimental work with yeast and cell culture | Relevant degree (or equivalent qualification or experience).  Financial administration/budget monitoring experience.  Experience of experimental work with microscopy, biochemistry, molecular biology, yeast, and cell culture | resume, application, interview |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.  Ability to successfully plan and deliver technical support of projects over a period of several months. |  | resume, application, interview |
| Problem solving and initiative | Experience of contributing innovative ideas in order to solve technical problems.  Experience of using judgement to find solutions to problems for which no standard procedure exist. |  | resume, application, interview |
| Management and teamwork | Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together. |  | resume, application, interview |
| Communicating and influencing | Able to offer proactive advice and guidance on technical processes and procedures.  Able to communicate and liaise with users of the technical services, both internal and external to the department.  Experience of demonstration skills |  | resume, application, interview |
| Other skills and behaviours |  |  |  |
| Special requirements | Willingness to undertake Health and Safety training specific to role. |  | resume, application, 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. |
| X 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) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  | x |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  | x |  |
| 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 | x |  |  |
| ## Shift work/night work/on call duties |  |  |  |