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| Last updated: | 28.04.2023 |

**JOB DESCRIPTION**

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| Post title: | **Technical Assistant** | | |
| Standard Occupation Code: (UKVI SOC CODE) | N/A | | |
| School/Department: | Human Development and Health | | |
| Faculty: | Medicine | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 1b |
| Posts responsible to: | Senior Research Technician | | |
| Posts responsible for: | N/A | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To facilitate School technical, research and academic activity by carrying out routine laboratory processes and support tasks, under direction of Senior technical staff.  Duties include, preparation of glassware, laboratory coats, replenishment of communal consumables, disposal of specialist wastes, day to day laboratory housekeeping and maintenance / calibration of equipment. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To ensure all laboratories are kept clean and tidy, including but not limited to, autoclaving, glassware, washing lab coats, and replacing sharps bins and blue boxes, all whilst adhering to relevant Health and Safety procedures. | 30 % |
|  | Routine maintenance of communal laboratory equipment under the supervision of senior technical staff, ensuring it is maintained and calibrated according to the local Standard Operating Procedures (SOP). | 30 % |
|  | Assist with disposal of hazardous waste, including liaising with trust waste management if required. | 10 % |
|  | Provide support with the upkeep of equipment and chemical databases. | 10 % |
|  | Support lab storage facilities including -80 freezers and Liquid nitrogen, undertaking further training as required. | 10 % |
|  | To communicate any problems or difficulties to a manager in a timely manner. Attend and participate in team meetings as required. | 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 school – Technical, Academic, Research and Students  External customers – UHS services i.e. Waste management  BAM |

| Special Requirements |
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| Personal protective equipment will be supplied and used according to risk assessment of individual tasks e.g. nitrile gloves, lab coat, mask and safety goggles. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | GCSE English and Maths  Able to apply a basic knowledge of established practice and procedures and display an awareness of customer needs.  Ability to make effective use of simple relevant technical equipment. | Learning gained through some work experience or training in a similar technical-based role.  Familiarity with Microsoft programs such as Outlook, Word and Teams.  Knowledge and use of Excel. | CV / Interview |
| Planning and organising | Able to carry out allocated, prescribed tasks to time and to the standard required.  Plan and prioritise workload |  | CV / Interview |
| Problem solving and initiative | Able to solve basic problems by adhering to established practices and procedures.  Able to use own judgement as to when to seek advice from a more senior colleague. |  | CV / Interview |
| Management and teamwork | Able to actively participate in the team.  Able to maintain a positive outlook and show flexibility to new ideas and approaches, consistently achieving service standards. | Past experience of working within a team and /or working collaboratively. | CV / Interview |
| Communicating and influencing | Able to communicate effectively, obtain and provide basic information and assistance as required.  Able to gather information and respond appropriately to requests from colleagues, students, and visitors. |  | CV / Interview |
| Other skills and behaviours | Demonstrate the Southampton Behaviours and work with colleagues to embed them as a way of working within the team. | Be mindful of sustainability and aim to improve. | CV / Interview |
| Special requirements | Willingness to undertake Health and Safety training specific to role, including online training. |  | CV / 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 | X |  |  |
| Extremes of temperature (eg: fridge/ furnace) | X |  |  |
| ## Potential for exposure to body fluids | X |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | N/A |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  | X |  |
| Frequent hand washing |  | X |  |
| 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 | X |  |  |
| Repetitive crouching/kneeling/stooping | X |  |  |
| Repetitive pulling/pushing | N/A |  |  |
| Repetitive lifting | N/A |  |  |
| Standing for prolonged periods |  | X |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  | X |  |
| Fine motor grips (eg: pipetting) | X |  |  |
| Gross motor grips | X |  |  |
| Repetitive reaching below shoulder height | X |  |  |
| Repetitive reaching at shoulder height |  | X |  |
| Repetitive reaching above shoulder height | N/A |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | N/A |  |  |
| Lone working | N/A |  |  |
| ## Shift work/night work/on call duties | N/A |  |  |