|  |  |
| --- | --- |
| Last updated: | <date> |

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Technician/Research Technician** | | |
| School/Department: | Cancer Sciences | | |
| Faculty: | Medicine | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 3 |
| Posts responsible to: | Professor of Molecular Immunology and Director of Translational Immunology and Professor of Imaging and Biomedical Engineering | | |
| Posts responsible for: |  | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

|  |
| --- |
| Job purpose |
| To ensure the provision of effective and efficient support for the running of the laboratory both within the research group and with outside collaborators. Duties will be carried out under the direction of the line manager and other senior laboratory members. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To assist with the maintenance of computational aspects of the laboratory. This will involve assistance with setting up computational tools for the analysis of complex microscopy data. In addition, assistance with setting up instrumentation such as microscopy set ups and carrying out associated experimentation will be required. These activities will be carried out in consultation with the line manager and other senior laboratory members. | 40 % |
|  | To ensure accurate completion of all documentation, reports and records including electronic records, inventories, databasing and SOPs/risk assessments. This will include experimental records and adherence to regulatory/compliance protocols etc. | 20 % |
|  | To plan and provide support for the setting up and maintenance of laboratory instrumentation and supplies. To place and track orders for laboratory instrumentation and supplies and ensure that they are delivered in a timely way. | 20 % |
|  | To interact with external vendors to obtain competitive pricing for laboratory instrumentation, supplies etc. | 10% |
|  | To ensure equipment in the work environment is maintained in accordance with technical and health and safety procedures, and arranging for repair of instrumentation as necessary. | 5 % |
|  |  |  |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
| --- |
| Professor of Molecular Immunology and Director of Translational Immunology and Professor of Imaging and Biomedical Engineering.  Laboratory manager of Ward/Ober laboratory.  Other members of the laboratory/University staff.  External collaborators.  External vendors. |

| Special Requirements |
| --- |
| To be able and willing to work outside core hours if/when required to adhere to experimental protocols, meet deadlines and comply with regulatory requirements. |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant technical support roles and job related training.  Ability to set up and maintain computers for data collection and associated instrumentation.  Experience in applying understanding of specialist technical equipment, processes and procedures.  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 computer systems including advanced software, word-processing and spreadsheets. |  | Application and interview |
| Planning and organising | Able to effectively plan and prioritise a range of standard and non-standard work activities.  Ability to successfully plan and deliver technical support of projects. |  | Application, interview and probation |
| Problem solving and initiative | Experience of contributing innovative ideas in order to solve problems related to the running of a laboratory.  Experience of using judgement to find solutions to problems for which no standard procedure exists. |  | Application, interview and probation |
| Management and teamwork | Experience in providing training/coaching to co-workers in relation to experiments or equipment.  Able to solicit ideas and opinions to help form specific work plans that are productive for the laboratory.  Able to positively influence the way the team works together. |  | Application, interview and probation |
| Communicating and influencing | Able to elicit information to identify specific needs of laboratory members, and when relevant, outside collaborators.  Able to proactively offer advice and guidance on technical/computational processes and procedures.  Able to communicate and liaise with co-workers to effectively meet research goals of the laboratory, both internal and external to the laboratory. |  | Application, interview and probation |
| Special requirements | Willingness to undertake Health and Safety training specific to role.  Willing and able to undertake out of hours working which may include evenings, weekends and University closure periods to adhere to experimental protocols, meet deadlines and comply with regulatory requirements. |  | Application, interview and probation |

**JOB HAZARD ANALYSIS**

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

|  |  |
| --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | n/a |  |  |
| 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 | √ |  |  |
| **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 | n/a |  |  |
| Repetitive crouching/kneeling/stooping | n/a |  |  |
| Repetitive pulling/pushing | n/a |  |  |
| Repetitive lifting | n/a |  |  |
| Standing for prolonged periods | √ |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | √ |  |  |
| 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 | √ |  |  |
| ## Shift work/night work/on call duties | n/a |  |  |