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| Last updated: | 22/07/2024 |

**JOB DESCRIPTION**

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| Post title: | **Containment Lvl 3 Suite Senior Technician** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 3111 – Laboratory Technician | | |
| School/Department: | CES | | |
| Faculty: | Medicine | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 3 |
| Posts responsible to: | CL3 Suite Laboratory Manager | | |
| Posts responsible for: |  | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To support and deputise for the Containment Level 3 Suite Laboratory Manager in the implementation of safety controls and inspections, document and implement the outcomes of corrective actions and provide experimental support for commercial and enterprise projects. Provide additional general support for CES school technical team as other duties allow. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To plan and oversee the provision of specialist technical support for defined research or consultancy projects, interpreting and meeting the requirements of academic and technical staff using the suite, and deploying defined resources to ensure operational and cost-efficiency. | 10 % |
|  | To carry out regular inspections of the CL3 suite of laboratories and, organise maintenance according to the schedule established by the CL3 Suite Laboratory Manager. | 20 % |
|  | To ensure accurate completion of all documentation, reports and records, and record non compliances, and attend user meetings | 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. | 10 % |
|  | To ensure compliance with health and safety processes by users and within the CL3 suite as directed by the CL3 Suite Laboratory Manager. | 20 % |
|  | 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. | 10 % |
|  | 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 the suite. | 10 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 10 % |

| Internal and external relationships |
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| Containment level 3 suite users.  Health, Safety and Risk Directorate staff  CES core technical team  Appointed external contractors  Police advisory officers  UHS estate, security, safety and fire officers  Faculty of Medicine infrastructure team |

| Special Requirements |
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| Occasional out of hours work and response to adverse events  Occasional attendance onsite during University closure days/holidays |

**PERSON SPECIFICATION**

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| 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.  Experience of applying understanding of specialist technical equipment, processes and procedures.  Able to demonstrate experience and a good understanding of technical processes relating to work in containment level 2 laboratories.  Ability to make effective use of standard office computer systems including word-processing and spreadsheets. | Relevant degree (or equivalent qualification or experience).  Financial administration/budget monitoring experience.  Experience working with pathogens at containment level 3 | CV & 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. |  | Interview |
| Problem solving and initiative | Experience of contributing innovative ideas to solve technical problems.  Experience of using judgement to find solutions to problems for which no standard procedure exists. | Ability to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.  Experience with maintenance and repair of equipment and fittings/fixtures. | Interview |
| Management and teamwork | Experience of providing training/coaching to colleagues and students in relation to technical tasks  Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together.  Able to ensure staff are clear about changing work priorities and service expectations. | Successful supervisory experience.  Ability to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required. | CV & Interview |
| Communicating and influencing | Able to elicit information to identify specific customer needs.  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 | Willingness to represent the facility at University and Technical events, both internal and external. | Interview |
| Other skills and behaviours | Must be able to act discretely and understand the importance of ensuring details of stocks, staff members using the facility and working practices remain confidential | Experience working with high-value material and/or confidential data | 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.

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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 | Yes |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:  Staff member will work to manage and contain biohazards used in the facility/ |  |  | Yes |
| Frequent hand washing |  |  | Yes |
| 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 | Yes |  |  |
| Repetitive crouching/kneeling/stooping | Yes |  |  |
| Repetitive pulling/pushing | Yes |  |  |
| Repetitive lifting | Yes |  |  |
| Standing for prolonged periods | Yes |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) | Yes |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height | Yes |  |  |
| Repetitive reaching at shoulder height | Yes |  |  |
| Repetitive reaching above shoulder height | Yes |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working | Yes |  |  |
| ## Shift work/night work/on call duties | Yes |  |  |