University of Reading

JOB DESCRIPTION

Vacancy reference:	SRF35676
Post Title:	Ancillary Technician
Grade:	Grade 2
School/Department:	Cluster 1; Research Facility A
Reports to:	Technical Head of Research Facility A
Responsible for:	None

Purpose

To assist in the general, effective operation of Research Facility A within the University of Reading. This will include specialist cleaning, basic equipment maintenance, stock checking and data logging.

Main duties and responsibilities

- Under the supervision of the technical manager or senior technician, be a member of a team to assist with activities within the specialist research facility.
- To be responsible for cleaning and maintenance of specialist equipment, the upkeep of consumables, and to carry out minor maintenance activities, housekeeping, waste management, stock control and record keeping.
- Contribute towards the general cleaning and upkeep of the facility and use equipment in a safe and appropriate manner.
- To replenish supplies to ensure that adequate stock levels are maintained.
- To log routine data such as equipment maintenance, temperatures or ensure items used for research are recorded.
- To provide cover in other areas within Technical Services as required.
- To work in accordance with University Health and Safety guidelines and to fulfil roles such as fire warden or first aider.
- Any other duties, as defined by the line manager that do not change the general character of the job or the level of responsibility entailed.

Supervision received

The post holder will organise themselves and work independently on a day-to-day basis under the guidance of senior technicians and/or Technical Manager.

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Supervision given

None, though day to day guidance and training of trainee technicians may be required.

Contact

Post holder will have contact with both internal and external Academic and Technical Staff.

Terms and conditions

This is a full-time post, 36 hours a week. There may be times when work is required to be undertaken out of hours or during official University closure days; this will be in the form of a team rota. Time worked will be paid as overtime.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: November 2015

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PERSON SPECIFICATION

Job Title	School/Department
Ancillary Technician	**Cluster 1; Research Facility A**

Criteria	Essential	Desirable
Skills Required	• Able to actively participate in and work as part of a team. • Able to carry out allocated, prescribed tasks to time and to the standard required. • Able to work to well established routines under regular direct supervision. • Able to provide and obtain basic information and assistance. • Able to follow simple oral or written instructions. • Able to solve basic problems by adhering to established practices and procedures. • Able to use mechanical and electrical equipment. • Able to lift, move and position equipment and materials safely e.g., goods, glassware, trollies, ladders, chemicals. • Good Communication and IT skills.	• Able to use initiative and work proactively.
Attainment	• No formal qualifications required. • Basic numeracy and literacy at an appropriate level to perform duties such as record keeping. • Learning gained through some work experience and training.	• Good general education to GCSE or equivalent • UK driving licence.
Knowledge	• Basic knowledge of established practice and procedures. • Basic knowledge of health and safety policy and procedures affecting self and others.	• Working knowledge of relevant systems, equipment, and processes such as IVCs, autoclaves and cage washers.

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		• Knowledge of the Animals Scientific Procedures Act
Relevant Experience	• No prior experience of similar role required. • Some workplace experience gained through prior general work experience or training.	• Experience of meeting the needs of customers. • Experience of manual handling. • Experience of working with animals, in particular small rodents. • Previous experience in a similar role. • Experience to perform diagnosis and fault finding of equipment. • Experience writing standard operating procedures and risk assessments.
Disposition	• Commitment to the values and professional behaviours of the University. • Evidence of continuing personal development and training. • Commitment to staff and student development and support. • Flexibility with working hours. • Commit to a rota for weekend and closure period cover for the unit.	

Completed by: Technical Services	Date: September 2018

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