University of Reading

JOB DESCRIPTION

Vacancy reference:	SRF36308
Post Title:	Assistant Technician
Grade:	Grade 3
School/Department:	Technical Services, Operations
Reports to:	Line Manager
Responsible for:	N/A

Purpose

To assist in the delivery of effective high quality Operations support including stock control, provision of materials and supplies and maintenance activities associated with specialist areas.

Main duties and responsibilities

- To assist with receipt and delivery of goods and Stores service activities ensuring that goods are processed according to Standard Operating Procedures in a timely manner.
- To assist with the upkeep the equipment inventory and equipment safety checks.
- To undertake stock control and record keeping of supplies and materials. including laboratory coats, liquid nitrogen, glassware, biologicals and chemicals to meet the teaching and research needs of staff and students
- To monitor and assist with the upkeep of specialist facilities and equipment such as ultra-cold freezers and controlled temperature environments.
- The manual handling of equipment such as gas cylinders and trolleys and general re-location support in moving equipment.
- To work safely 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 a Technical Manager.

Supervision given

None

Contact

Technical staff in other clusters, Staff and students.

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Terms and conditions

Full time role. Normal working hours are 08:00 – 16:00 Monday to Friday.

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.

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PERSON SPECIFICATION

Job Title	School/Department
Assistant Technician	**Technical Services, Operations**

Criteria	Essential	Desirable
Skills Required	• Able to work well in a team environment and to contribute to team efficiency through sharing information and constructively supporting and motivating others. • Able to communicate effectively orally and in writing. • Able to prepare and carry out straightforward duties and technical procedures, following clear guidelines and procedures e.g. recording of information, receipting goods, stock control, supply of laboratory glassware, maintenance of storage areas, maintenance of equipment, laboratory waste disposal. • Able to lift, move and position equipment and materials safely e.g. goods, glassware, trollies, ladders, or chemicals. • Able to effectively plan and prioritise allocated work activities on a day to day basis in a methodical manner whilst working under own initiative. • Able to assist in the effective organisation of non-standard tasks and events. • Able to seek and clarify detail • Able to assist the training of new team members, explain procedures and provide assistance where necessary. • Able to solve a range of problems by responding to varying circumstances, whilst working within standard procedures. • Ability to work in a safe manner with specialist equipment and techniques e.g. glassware washing machinery, -80 freezers, or biological safety cabinets. • Good IT Skills.	• Able and willing to learn new skills, enabling work in various locations with a variety of equipment within the limits of technical competence and expectations commensurate with the post.
Attainment	• Good general education to equivalent of CGCEs, • Evidence of willingness to update skills and knowledge through training and personal development.	• Full, valid and clean driving licence.

Knowledge	• Sufficient knowledge in areas such as work systems, ordering processes, equipment, and general IT skills to enable service to be adapted to meet the customers' needs. • Understand the impact of non-compliances. • Good working knowledge of health and safety policy and procedures affecting self and others.	• Basic knowledge of scientific laboratory environments.
Relevant Experience	• Some relevant work experience required. • Experience of working with relevant equipment. • Sufficient experience to perform basic service, repair and troubleshooting. • Experience of working in a team.	• Experience of manual handling. • Experience of meeting the needs of customers. • Previous experience of working in a similar role.
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.	

Completed by: Scott O'Brien	Date: 08/10/2021

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