

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF34085
<b>Post Title:</b>	Assistant Technician
<b>Grade:</b>	Grade 3
<b>School/Department:</b>	Cluster 1; Microbiology Division
<b>Reports to:</b>	Technical Manager; Microbiology Division
<b>Responsible for:</b>	None

## Purpose

To support effective high quality teaching and research support within the Microbiology division of Cluster 1. This role will focus upon the preparation of media and diluents required for teaching and research. It will also support the wider team in good housekeeping of laboratories, basic equipment checks and performing duties to ensure a safe working environment.

## Main duties and responsibilities

- To assist with technical support activities within specialist teaching and/or research areas.
- To be responsible for the tidiness, cleanliness and routine care of these specialist technical areas and the materials within.
- To liaise with technicians and academic staff to prepare equipment and materials for student practical classes.
- To layout (/erect or pack for fieldwork activities) of teaching and project materials and equipment according to the practical class schedule. This will also include the clearing and cleaning subsequent to the class.
- To assist with the upkeep, monitoring, operation and demonstration of equipment and techniques within both teaching and research areas. This may include ultra-cold freezers and controlled temperature environments.
- To provide cover for teaching and research support activities in other areas particularly within the School cluster and to transport associated materials as required.
- To be part of the Portable Appliance Testing (PAT) team to ensure that equipment is PAT tested in a timely manner.
- To undertake stock control and record keeping of materials, planning to ensure the timely replenishment of teaching and research supplies
- To prepare materials for Outreach, Student Recruitment events, productions and Conferences and be present to assist at these events.
- 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.

**Supervision given**

None.

**Contact**

Technical staff in other Clusters, School based staff and students.

**Terms and conditions**

This is a full-time, permanent post working, 36 hours a week. Some late working maybe required during teaching terms to support practical classes, such time will be logged as time off in-lieu to be taken within a given time period.

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**

# PERSON SPECIFICATION

Job Title	School/Department
Assistant Technician	Cluster 1; Microbiology Division

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Able to contribute to team efficiency through sharing information and constructively supporting others</li> <li>• Able to prepare and carry out straightforward but specialist tests/experiments/technical procedures, following clear guidelines and procedures</li> <li>• Able to carry out basic interpretation of data/test results, using a range of standard procedures, and present findings accurately</li> <li>• Able to report variations</li> <li>• Able to effectively plan and prioritise allocated work activities on a day to day basis</li> <li>• Able to assist in the effective organisation of non-standard tasks and events.</li> <li>• Able to seek and clarify detail</li> <li>• Able to train new team members, explain procedures and provide assistance where necessary.</li> <li>• Able to solve a range of problems by responding to varying circumstances, whilst working within standard procedures.</li> <li>• Ability to work with specialist equipment and techniques.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Good general education to equivalent of GCSE, NVQ2, City and Guilds in scientific subject e.g. Biology, Chemistry or General Science.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Sufficient knowledge of relevant equipment used within Microbiology e.g. plate pourers, media dispensers and microscopes.</li> <li>• Sufficient knowledge to understand the impact of non-compliances</li> <li>• Good working knowledge of health and safety policy and procedures affecting self and others</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to demonstrate a good knowledge of the role and its context.</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Some relevant work experience in microbiology or a life science role</li> <li>• Experience of working with relevant laboratory equipment.</li> <li>• Experience working with care, precision and accuracy to ensure correct operation of relevant equipment and procedures</li> <li>• Sufficient experience to perform basic service, repair and troubleshooting</li> </ul>	•
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Evidence of continuing personal development and training.</li> <li>• Commitment to staff and student development and support.</li> <li>• Commitment to the values and professional behaviours of the University.</li> <li>• Flexibility with working hours.</li> </ul>	•

Completed by: Technical Services	Date: November 2015
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