

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF29205
<b>Post Title:</b>	Ancillary Animal Technician
<b>Grade:</b>	Grade 2
<b>School/Department:</b>	Cluster 1, Technical Services Research Facility "A"
<b>Reports to:</b>	Technical Manager of Research Facility "A"
<b>Responsible for:</b>	None

## Purpose

To assist in the general effective operation of the research facility; this will include basic maintenance, stock checking, specialist cleaning and data logging.

## Main duties and responsibilities

- To assist with activities within specialist research facility.
- To replenish supplies to ensure that adequate stock levels are maintained.
- Undertake laboratory housekeeping; cleaning and maintenance of standards in specialist areas including glassware and waste processing and disposal. This may include using equipment such as autoclaves and glasswashers.
- Monitoring of environments where research is being undertaken.
- To log routine data such as temperatures or ensure items used for research are recorded.
- 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 post, 36 hours a week. Some late working maybe required, such time will be logged as time off in-lieu to be taken within a given time period. Weekend and bank holiday work will also be required; this 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**

# PERSON SPECIFICATION

Job Title	School/Department
Ancillary Animal Technician	Cluster 1, RF A

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Able to actively participate in and work as part of a team</li> <li>• Able to carry out allocated, prescribed tasks to time and to the standard required.</li> <li>• Able to work to well established routines under regular direct supervision</li> <li>• Able to provide and obtain basic information and assistance.</li> <li>• Able to follow simple oral or written instructions</li> <li>• Able to solve basic problems by adhering to established practices and procedures.</li> <li>• Able to use mechanical and electrical equipment.</li> <li>• Able to lift, move and position equipment and materials safely e.g. goods, glassware, trolleys, ladders, chemicals.</li> <li>• Good Communication and IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Able to use initiative and work proactively</li> </ul>

<b>Attainment</b>	<ul style="list-style-type: none"> <li>• No formal qualifications required</li> <li>• Basic numeracy and literacy at an appropriate level to perform duties such as record keeping</li> <li>• Learning gained through some work experience and training</li> </ul>	<ul style="list-style-type: none"> <li>• Good general education to GCSE or equivalent</li> <li>• UK driving licence</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of established practice and procedures</li> <li>• Basic knowledge of health and safety policy and procedures affecting self and others</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of relevant systems, equipment and processes such as IVCs, autoclaves and cage washers.</li> <li>• Knowledge of the Animals Scientific Procedures Act</li> </ul>

<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• No prior experience of similar role required</li> <li>• Some workplace experience gained through prior general work experience or training</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of meeting the needs of customers</li> <li>• Experience of manual handling</li> <li>• Experience of working with animals, in particular small rodents</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Commitment to the values and professional behaviours of the University.</li> <li>• Commitment to staff and student development and support.</li> <li>• Flexibility with working hours.</li> </ul>	

Completed by: Technical Services	Date: November 2015
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