

JOB DESCRIPTION

Vacancy reference:	SRF29696
Post Title:	Assistant Technician, Operations
Grade:	Grade 3
School/Department:	Technical Services, Operations Cluster
Reports to:	Technical Manager

Purpose

To deliver 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 operational activities within specialist teaching and/or research areas such as laboratories, workshops, preparation rooms, theatres, classrooms and studios.
- 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 e.g. ladder, fume cupboard and trolley checks.
- 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 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 housekeeping, cleaning and maintenance of hygiene standards in specialist areas including glassware and waste processing and disposal.
- The manual handling of equipment such as gas cylinders and trolleys and general re-location support in moving equipment.
- To assist with layout and clearing of practical classes and transport of teaching and research materials between buildings.
- To prepare materials for Outreach, Student Recruitment events 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 permanent role and the contracted working week will be 36 hours (1.0fte). Daily working hours will be by agreement with the line manager. The post holder may be required to occasionally work at weekends or out of hours to support events within the Function.

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: Nov 2015

PERSON SPECIFICATION

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

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • 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 using a computer. • Able to prepare and carry out straightforward duties, specialist tests 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, trolleys, ladders, or chemicals. • Able to carry out basic interpretation of data/test results, using a range of standard procedures, and present findings accurately. • Able to report variations. • 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 train 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. -80 freezers, storage of glassware and chemicals, gas regulators. • Good IT Skills 	<ul style="list-style-type: none"> • Able to use barcoding and asset management systems
Attainment	<ul style="list-style-type: none"> • Good general education to equivalent of equivalent to achievement of GCSEs, NVQ2. • Evidence of willingness to update skills and knowledge through training and personal development 	<ul style="list-style-type: none"> • Full, valid driving licence • AS/A level English, Maths and Science • PAT Testing

Knowledge	<ul style="list-style-type: none"> • Sufficient knowledge in areas such as work systems, • ordering processes, equipment, and standard IT packages to enable service to be adapted to meet the customers' needs • Sufficient knowledge to understand the impact of non-compliances • Good working knowledge of health and safety policy and procedures affecting self and others • Able to demonstrate a good knowledge of the role and its context. 	<ul style="list-style-type: none"> • Basic knowledge of scientific laboratory environments
Relevant Experience	<ul style="list-style-type: none"> • Some relevant work experience required • Experience of working with relevant equipment • Experience working with care, precision and accuracy to ensure correct operation of relevant equipment and procedures • Sufficient experience to perform basic service, repair and troubleshooting • Experience of working in a team 	<ul style="list-style-type: none"> • Experience of manual handling • Experience of meeting the needs of customers • Previous experience of working in a similar role.
Disposition	<ul style="list-style-type: none"> • 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:	Date: Nov 2015
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