

**UNIVERSITY OF SUSSEX**

**Job Description for the post of: Research Technician**

Department  
School  
Location  
Grade                    2 (TECSCH25)  
Responsible to        Name of Line Manager  
Responsible for        N/A

**Purpose of the post**

The provision of an effective and efficient technical service within the University for staff and students. General department tidiness, cleaning and routine care of apparatus and equipment.

**Key Responsibilities**

- 1 To assist with the provision of an effective and efficient service for staff and students.
- 2 Responsible for adhering to local and legal safety regulations.
- 3 General laboratory tidiness, cleaning and routine care of basic laboratory equipment as directed by senior technical staff
- 4 The preparation of simple materials, compounds and solutions OR the setting up and construction of basic apparatus using various techniques under direction of senior technical staff.
- 5 Collecting materials from stores and maintaining adequate stock levels within policies laid down.
- 6 Operate and/or support the maintenance, testing, adjusting and the repair of equipment / apparatus within the laboratories under the direction of senior technical staff. (Equipment that may be required to be operated may include **role specific equipment**).
- 7 Providing general assistance to staff and students in the operation of basic laboratory apparatus / equipment, where appropriate.
- 8 General assistance in the maintenance of routine records
- 9 Carrying out any other reasonable request of management.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date: .....

## UNIVERSITY OF SUSSEX

### Person Specification for the post of: Research Technician

#### SKILLS / ABILITIES

	Essential	Desirable
Ability to work independently using initiative where appropriate.	X	
Ability to produce a high level of quality and quantity of work within the requirements of the job.	X	
Demonstrable IT skills – Word, Excel, email and internet packages.		X
Competent in using basic lab equipment i.e. autoclaves, pH meters, balances and centrifuges		X
Numerate & literate with good oral and written English communication skills	X	
Good organisational skills	X	

#### KNOWLEDGE

	Essential	Desirable
The technician is required to have sufficient knowledge and/or expertise to work on day to day issues in own area without direct or continuous reference to others.	X	

#### EXPERIENCE

	Essential	Desirable
Experience of working in a role specific laboratory.		X

#### QUALIFICATIONS

	Essential	Desirable
GCSE or equivalent in English, Maths and 1 relevant subject.		X
NVQ Level 3 HNC / BTEC or equivalent qualification or experience in role specific laboratory		X

#### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Dependable and reliable.	X	
Willing to coach and instruct other team members.		X
Ability to prioritise work to meet set deadlines.	X	
Willingness to work as part of, and contribute to, a team.	X	
Flexibility to work outside normal hours if required.		X
Flexible and able to adapt to change.	X	
Friendly and approachable	X	

**EXTRA FACTUAL DATA**

**Project specific duties:**

This job description is not exhaustive but is a guide to the main functions and responsibilities of the post. It is subject to constant review in the light of changes and development of the project. The post holder may be asked to undertake such duties as may be properly delegated following discussion and consultation.

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- .....
- .....

The post holder will be expected to work independently although supervision will be available in the event of a problem.