

UNIVERSITY OF SUSSEX

Job Description for the post of: Research Technician

Department

Section / Unit /
School
Location

Grade 4

Responsible to Title 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. Working in one or more laboratories, on one or more projects, under the direction of management. Providing additional support to teaching labs if required.

Key Responsibilities:

- 1 Assist with the provision of an effective and efficient technical service for staff and / or students.
- 2 Responsible for adhering to safe working practices in line with relevant local and legal requirements.
- 3 Carry out basic risk or CoSHH assessments as required under the direction of senior technician or academic staff.
- 4 The preparation of specialist (i.e. not generally commercially available) materials, compounds and solutions and/or the setting up and construction of apparatus involving modification / manufacture of apparatus using various techniques under the direction of senior technical or academic staff
- 5 Operation and basic maintenance, adjustment and repair of specialist apparatus, equipment and instruments within the laboratories under the direction of senior technician or academic staff
- 6 Prepare and carry out experiments, and collate results for interpretation
- 7 Maintain adequate laboratory records of methods, sample details and results within specific research project(s).
- 8 Assist in the design (i.e. the methods of planning) of research experiments and in particular equipment / apparatus as directed by a supervisor or member of academic staff.
- 9 Providing general assistance to staff and students in the operation of laboratory apparatus / equipment, where appropriate.
- 10 Assist with the planning and organisation of resources for the running of the laboratories, to include assistance with the ordering of apparatus, and materials ensuring that adequate stock levels are maintained within policies laid down
- 11 Maintain the required level of tidiness and ensure that equipment is stored correctly and securely as directed by senior technician or academic staff
- 12 Attend laboratory or other meetings where appropriate. Liaise and communicate with other staff/technical groups and workshops across campus to share knowledge.
- 13 Instruct, train and provide guidance to other technical staff and students in the

- techniques and operation of particular equipment / apparatus as directed by the supervisor or the Principal Investigator
- 14 Undertake development activities where necessary in order to keep knowledge and skills up to date and relevant to subject specialism. Apply working knowledge of theory and practice, and share this with others as appropriate
 - 15 Handle confidential information appropriately.
 - 16 Carry 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

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.

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

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Person Specification for the post of: Research Technician

SKILLS / ABILITIES

	Essential	Desirable
Proven ability to work independently and use initiative where appropriate.	X	
Demonstrable IT skills – Word, Excel, email and internet packages.	X	
Competent in using basic lab equipment i.e. role specific	X	
Numerate & literate with good oral and written English communication skills	X	
Good organisational skills with an ability to prioritise to meet set deadlines.	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	
An understanding of role specific		X
An understanding of aspects of role specific		X

EXPERIENCE

	Essential	Desirable
Relevant experience within a role specific		X
Proven experience in role specific		X
Techniques involved in role specific	X	
Techniques of role specific	X	

QUALIFICATIONS

	Essential	Desirable
NVQ Level 3 HNC / BTEC or equivalent professional qualification (RSCiTec) or experience in role specific or a related subject	X	
NVQ Level 4 Degree or equivalent qualification or experience in role specific or a related subject		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Dependable and reliable.	X	
Willing to coach and instruct other team members.		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	
Will be a member of a relevant professional body i.e. IST for example.		X

ORIGINAL