

UNIVERSITY OF SUSSEX

Job Description for the post of: Research Technician

Department

Section / Unit /
School
Location

Grade 5

Responsible to Title of Line Manager

Responsible for N/A

Purpose of the post - The provision of technical assistance and advice to research project staff and students to facilitate the investigation and output of a project group or groups.

Key Responsibilities:

- 1 Provide technical assistance and advice to staff and students on the preparation of resources, materials, setting-up of equipment, instruments and use of specialised techniques for recognised researchers and research groups within the institution.
- 2 Carry out experiments and ensure that lab results are prepared and collated correctly for interpretation by the Principal Investigator.
- 3 Liaise with the supervisor on a regular basis to discuss results and project progression/direction.
- 4 Ensure that safe working practises are adhered to in line with relevant local and legal requirements. Undertaking basic risk or other safety assessments as required under the supervision of the Principal Investigator or supervisor.
- 5 Order apparatus and materials and maintain adequate stock levels within policies laid down.
- 6 Carry out budgeting and cost control to the instruction of, and within limits laid down by, the Principal Investigator.
- 7 Responsible for ensuring that the tidiness and the provision of the laboratory/laboratories is maintained at all times.
- 8 Assist in the planning and organising of resources for the running of the general laboratory/laboratories.
- 9 Generate reagents and research tools for general use by laboratory.
- 10 Assist with the development and modification of equipment and apparatus, or experimental systems, under the supervision of the Principal Investigator or supervisor.

- 11 Carry out the regular first line maintenance tasks or minor repairs on all project equipment and resources to ensure reliable and safe working practice. Reporting all faults, ensuring that repairs are carried out and records are kept up to date.
- 12 Prepare and maintain adequate laboratory records of methods, sample details and results in a timely fashion within specific research project(s).
- 13 Instruct, train and guide technical staff and students in techniques and operation of particular equipment / apparatus as directed by a supervisor or member of academic staff.
- 14 Attend laboratory meetings and communicate with other departmental staff on laboratory issues.
- 15 Participate in specialist networks and undertake development activities where necessary in order to keep knowledge and skills up to date and relevant for subject specialism. Apply working knowledge of theory and practice, sharing this knowledge with others as appropriate.
- 16 Basic supervision of other technical staff may be required within own area of responsibility as directed by a supervisor or member of academic staff.

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.

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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.	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	

QUALIFICATIONS

	Essential	Desirable
Normally expected to have HNC, BTEC diploma, NVQ Level 5 or equivalent professional qualification e.g. RSci Tec or experience at a similar level in an appropriate field	X	
Degree level qualification or equivalent in a relevant subject.		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Dependable and reliable.	X	
Willing to coach and instruct other team members.		X
Willingness to supervise, 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	
Ability to prioritise work to meet set deadlines.	X	
Demonstrates continuous specialist development by acquiring relevant skills and competences for the post.	X	
Will be a member of a relevant professional body, for example IST.		X