

UNIVERSITY OF SUSSEX

Job Description for the post of: Research Technician

Department

Section / Unit / Life Sciences
School
Location

Grade 7 (TECSCH26)

Responsible to **Title of line manager**

Responsible for **Title of people reporting to this post holder**

Purpose of the post - The management of the provision of an effective and efficient technical service within a large research project or a number of research projects, units or teams. Ensuring a safe environment for staff, students and visitors.

Key Responsibilities:

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| 1 | Carry out experiments as needed for the timely advancement of research projects. Interfacing with the Principal Investigator on a regular basis to discuss results and project progression/direction. Prepare, collate, analyse and interpret research data, drawing conclusions on the outcomes and contribute to collaborative decisions with colleagues in |
| 2 | Responsible for the preparation of special (i.e. not generally commercially available) materials, compounds and solutions or equipment (electrical, electronic or mechanical). |
| 3 | Ensure the implementation of a safe working environment using good working practices, in line with relevant local and legal requirements. Undertake risk, or other safety, assessments and ensure standard operating procedures are in place and being followed to ensure the safety of others in the lab(s). |
| 4 | Order non-routine apparatus and materials to maintain adequate stock levels within policies laid down. Carry out budgeting exercises and cost control measures to ensure that all expenditure is within the agreed budget, making decision on purchases to ensure that the budget is maintained. Provide budgetary advice to the Principal Investigator. |
| 5 | Responsible for the organisation and supervision of a research/general laboratory(s), forward planning when necessary to meet the needs of the research group. |
| 6 | Responsible for overseeing the effectiveness and efficiency of existing procedures and developing new, or updating existing, procedures to improve levels of efficiency. |
| 7 | Responsible for ensuring that project equipment is functional at all times. Carrying out the regular first line maintenance tasks or minor repairs on all project equipment. Responsible for ensuring that all repairs are carried out and records are kept up to date. Identifying equipment that needs replacing and assisting in preparing specifications for equipment purchases in conjunction with the Principal Investigator. |

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| 8 | Ensuring that adequate records of methods, sample details and results are prepared and maintained within the associated specific research project/s |
| 9 | Attend laboratory meetings and communicate with other departmental or University staff on laboratory issues. |
| 10 | Communicating advice, instructing, training and guiding a range of staff and students in techniques and operation of particular equipment / apparatus as directed by a supervisor or member of academic staff. |
| 11 | 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. |
| 12 | Participate in external networks of specialist groups, technicians, government agencies, etc... to exchange ideas and best practice. |
| 13 | Responsible for the induction, supervision and development of other technical staff within own area of responsibility, as directed by a supervisor or member of academic staff. |
| 14 | Support of project students where appropriate |

This Job description sets out the 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 as part of a team and also to take on the role of team leader with the aptitude to motivate others when required. | X | |
| Proven ability to work independently and use initiative where appropriate. | X | |
| Demonstrable IT skills in Word, Excel, email and internet | | X |
| Competent in using specialist lab equipment. | 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 |
|---|-----------|-----------|
| Working knowledge of Health and Safety e.g. conducting risk assessments, as it pertains to the laboratory environment. | X | |
| Significant knowledge of role specific . | X | |
| 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 |
|---|-----------|-----------|
| Possession of a breadth and/or depth of experience showing full working knowledge and proficiency of own area of expertise and the ability to discharge the role effectively and efficiently. | X | |
| Extensive experience in role specific techniques. | X | |
| Experience of working in a science laboratory. | X | |

QUALIFICATIONS

| | Essential | Desirable |
|---|-----------|-----------|
| Normally expected to have Degree level qualification or equivalent in an appropriate field | X | |
| Level 6 NVQ or equivalent qualifications or experience at a similar level in a relevant subject | X | |
| Role specific qualification or equivalent experience | X | |

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

| | Essential | Desirable |
|--|-----------|-----------|
| Proficiency to handle confidential matters appropriately and discreetly, and with due regard to the General Data Protection Regulations. | X | |

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| Willing to act as a point of reference to others and demonstrate continuous specialist development, acquiring and refining skills and expertise in new or related areas. | X | |
| Dependable and reliable. | X | |
| Willing to coach and instruct other team members. | X | |
| Flexibility to work outside normal hours if required. | | X |
| Friendly and approachable | X | |
| Willingness to supervise, work as part of, and contribute to, a team. | X | |