



1 Advertisement

Post Title: Technician I

School/department: Life Sciences

Hours: Full Time. 1.0 FTE (36.5 hours per week).

Requests for flexible working options will be considered (subject to business need).
Core working hours are 9am-1pm Mon-Fri.

Location: Brighton, United Kingdom

Contract: Permanent (subject to satisfactory completion of probation period)

Reference: 21035

Salary: starting at £22,630 to £ 23,662 per annum, pro rata if part time

Placed on: 07 July 2023.

Closing date: 21 July 2023. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: September 2023

The [School of Life Sciences](#) at the University of Sussex is at the forefront of research in the UK. In the recent Research Excellence Framework assessment (REF 2021), 100% of our [Impact cases](#) in Biological Sciences and Chemistry were rated as world-leading or internationally excellent. The School has received substantial recent University investment and is embarking on an exciting and extensive, multi-million pound refurbishment and improvement project.

This is an exciting opportunity for a highly motivated, hard-working individual to join a small team of technicians supporting multiple prep-room laboratories within the Life and Health Sciences Technical Group.

- You will have a positive proactive approach which requires initiative, team working, good dexterity and excellent communication and interpersonal skills to work in this fast paced, busy environment.
- You will take pride in your work and be highly organised with a positive and flexible approach to work to deal with a variety of requests and tasks.
- It would be beneficial if you had experience of providing a service in biology, biochemistry, chemistry or similar discipline.
- You should be able to provide a consistently high level of background support to the other technicians within the School.

Attention to detail is key. The post holder should have a good knowledge of chemistry/biochemistry/biology related laboratory activities including but not limited to equipment fault finding, preparation of reagents, maintaining stock levels, updating and producing relevant paperwork and providing advice for students and support for academic staff.

Please contact Alex Fenn adf27@sussex.ac.uk for informal enquiries.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

For full details and how to apply see our [vacancies page](#).

2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/lifesci/>

3. Job Description

Department: Technical Services

Section/Unit/School: School of Life Sciences – Life and Health Sciences Technical Group

Location: University of Sussex, Life Science Buildings

Grade: 3

Responsible to: Technical Supervisor

Responsible for: N/A

Key contacts: Other Technicians, Senior Technical Manager, and other school technicians, researchers, students.

Role description: To deliver effective high quality core research support within the school of Life Science.

PRINCIPAL ACCOUNTABILITIES

In relation to a range of named services or processes, to:

1. To be responsible for technical support activities within core research areas of Life Sciences.
2. To be responsible for the upkeep of consumables, glassware collections and equipment and to carry out minor maintenance activities, housekeeping, waste management, stock control, ordering and record keeping.
3. To act as the main point of contact for stakeholders (staff, students, contractors, suppliers and visitors) in the effective and efficient delivery of services.
4. Where appropriate, to train stakeholders in safety critical activities according to Standard Operating Procedures.

KEY RESPONSIBILITIES

- 1. Working as part of a technical team and within the wider institution, in line with local policy and procedure, assist with the planning, scheduling and delivery of Life Science Research Laboratories including, but not limited to:**
 - Helping to ensure that timelines and resources are identified, realistic and achievable
 - Proactively raising issues arising in advance for discussion and resolution
 - Co-ordinating the delivery of activities according to the schedule and in liaison with managers responsible for delivery
 - To act as an ambassador for the service, with a focus on customer service and delivery.
- 2. Communicating effectively with all stakeholders**
 - Contributing to the editing of local guidelines ensuring that content relating to your own area of responsibility is clear and understandable to readers, up to date and accessible
 - Where appropriate, to train stakeholders in safety critical activities according to Standard Operating Procedures.
- 3. Providing support, information and guidance to stakeholders.**
 - To be the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, providing explanations where necessary and knowing when to escalate queries
 - Providing guidance on relevant procedures and processes
 - Ensuring stakeholders are aware of procedures and processes
- 4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of processes**

5. Creating and maintaining accurate information on activity that has taken place

- Creating comprehensive records and files for future reference
- Providing usage and uptake reports as requested
- Involvement in the collection, interpretation, recording, analysis, summarisation and presentation of data and results to specified requirements.

6. This role does not have any budget responsibility.

7. This role does not have any line management responsibility.

8. This role has responsibilities for defined prep-room/technical equipment and premises.

9. Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to university policy procedures and guidance, in relation to those compliance matters in respect of stakeholders.

10. Role Specific Key Responsibilities

- To follow the local Standard Operating Procedures for the relevant area.
- Attend all project meetings with the Senior Technical Manager and Technical Supervisors, to contribute to plans and oversee work & maintenance of the building.
- Provide support for setting up and using specialist scientific laboratory equipment
- Take charge of autoclave usage. Provide information and assist in any small room alterations.
- Assist in the install, setting up and management of gas cylinders for research labs
- Ensure that compliance-based actions are taken in a timely fashion
- Ensure the efficient and proper disposal of clinical and offensive waste from research labs
- Involved in the construction, operation, setting up and/or testing of apparatus/equipment.
- Maintaining the required level of tidiness and ensuring that equipment is stored correctly and securely as directed by senior technical staff.
- The preparation of specialist (i.e. not generally commercially available) materials, compounds and solutions OR the setting up and construction of apparatus involving modification / manufacture of apparatus using various techniques under direction of senior technical or academic staff.
- Support Technical Supervisors to maintain accurate equipment and chemical inventories.
- Specialist equipment management and upkeep, including field work equipment.
- Carrying out maintenance, testing, adjusting and repair of equipment / apparatus within the laboratories under the direction of senior technical staff. (Equipment that may be required to be operated may include autoclaves, pH meters, balance, and centrifuges together with specialist computer equipment).
- Clearing vacated labs in your area. Recycling, selling, or disposing of unwanted/contaminated equipment - liaise with Senior Technical Manager.
- Following direction from Technical Supervisors, undertake the day-to-day provision of prep-room work, including media-prep, glassware prep, autoclaving and dish washing

- To undertake training and be a fire warden for a designated area in the Science buildings (if required)
- To be willing to train in all prep rooms within the School of Life Sciences as required.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.
- This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Responsible for supporting a defined set of equipment and premises in the prep-room
- Responsible for the clearing of waste and provision of autoclaving/glass washing for a set area

4. Person Specification

ESSENTIAL CRITERIA

1. Usually educated to Level 3 - NVQ Level 3, BTEC award, certificate and diploma level 3, GCE AS and A Level, Advanced Diplomas (England)
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a small team and on own initiative.
5. Competent IT skills to effectively manage own workload – MS Suite.
6. Sufficient experience to monitor technical standards in own area, highlighting and prioritising any issues for further investigation.
7. Sufficient knowledge to understand local health and safety and quality standard documentation
8. Able to apply a comprehensive knowledge of relevant university systems and procedures and an awareness of activities in the broader work area.
9. Significant knowledge to understand the impact of non-compliances and to identify and implement corrective actions

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Ability to interpret guidelines, Standard Operating Procedures and Risks Assessments
2. Knowledge of laboratory skills in biology, microbiology, biochemistry, neuroscience or chemistry in research, education or industry.
3. Competent in using some basic lab equipment.
4. An understanding of safety as it pertains to handling, storage, and disposal of potentially hazardous chemical and biological materials.
5. Experience of techniques involved in making up solutions and reagents.

DESIRABLE CRITERIA

1. Experience of working in a biological and/or biochemistry research laboratory.
2. Experience in completing Risk assessments.
3. Experience in providing a researcher/student focused service.