

1 Advertisement

Post Title: Teaching Technician - Biosciences Teaching Laboratories

School: School of Life Sciences

Hours: Full time, 36.5 hours per week. Staff asked to arrange their hours with their teams to provide cover between 08:00 and 18:00 each working day.

Contract: Permanent

Reference: 3023

Salary: Starting at £25,941 and rising to £30,046 per annum

Closing date: 17 February 2020. Applications must be received by midnight of the closing date.

Expected Interview date: 2 weeks after closing date

Expected start date: 01 July 2020

This position is only open to those currently working at the University of Sussex

The School of Life Sciences is at the forefront of research in the biological sciences in the UK, coming in the top 10 in the REF 2014.

We are looking for a highly motivated, hard working person to join a team of technicians supporting multiple teaching laboratories and field activities. The post requires a proactive approach, initiative, the ability to work both independently and as part of a team with excellent communication and interpersonal skills. The post holder will be highly organised with a positive and flexible approach to work in order to deal with a variety of requests and tasks.

It would be of benefit if the successful candidate had experience of providing a student focused service for the subjects of biomedical or biological sciences at undergraduate level. The post holder should be able to provide a consistently high level of background support to the other teaching technicians within the School.

The role will include supporting all aspects of preparation and clearing of laboratory classes and field work including setting up equipment, equipment fault finding, general servicing of equipment, preparation of reagents, maintaining stock levels and providing advice for students and support for academic staff during laboratory sessions.

Informal enquiries: e-mail Teaching Lab Supervisor, Kristy Flowers
k.flowers@sussex.ac.uk

The University of Sussex is committed to equality of opportunity

The School of Life Sciences is committed to equality and valuing diversity, and currently holds an Athena SWAN Silver Award. Applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in science and engineering at Sussex. The School of Life Sciences welcomes applications to academic posts from candidates who wish to work part-time or as job-sharers.

The University offers various schemes to provide real benefits to parents, these can be found at [Family Friendly Policies](#)

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

2. The School/Division

The School of Life Sciences is the largest School in the University in terms of research activity with an annual research income of over £12m, and one of the largest in terms of student and staff population. The School has a teaching and research faculty of nearly 70, over 150 research fellows and technicians, and a small professional services team. Life Sciences have played a major role in the research and teaching of the University of Sussex since 1961. The original School of Biological Sciences (BIOLS), founded by John Maynard Smith FRS, trained some of the world's leading biologists and biomedical scientists, and was a beacon of innovation and creativity in its integrated approach to research and teaching.

The current School of Life Sciences was formed in 2009 when Professor Laurence Pearl FRS was appointed as founding Head of the new School. Under his leadership the School adopted a unified structure with no formal departments. Instead there are six research Subject Groups – Neuroscience; Evolution, Behaviour and Environment; Genome Damage and Stability; Biochemistry and Biomedicine; Chemistry and the Sussex Drug Discovery Centre. Each research subject group is chaired by a prominent scientist, who is responsible for research leadership in their subject. The School currently has six Fellows of the Royal Society (FRS) and seven Fellows of the Academy of Medical Sciences (FMedSci) on its Faculty.

The University has committed to building a new teaching and research building, which will bring life scientists from all disciplines together. Planning for this building is well under way and will provide both academic and social spaces to improve the culture and interaction in the School. The building is scheduled for delivery in 2017-18.

The School admits around 400 undergraduates each year on to a range of BSc and MSci degrees, with around 75 students on post-graduate taught degrees in Genetic Manipulation and Cell Biology, Cancer Cell Biology and Neuroscience. Taught programmes are firmly based on our research excellence, and offer students substantial opportunities for personal research experience along with conventional lecture, seminar and tutorial teaching. We offer 3-year BSc and 4-year integrated Masters degrees (MSci) in Biochemistry, Biomedical Science, Biology, Ecology, Genetics, Neurosciences, and Zoology, and Royal Society of Chemistry accredited BSc and MChem degrees in Chemistry and Chemistry and Drug Design. We also offer a Foundation Year in Biological Sciences which is ideally suited for students whose A-level (or equivalent) qualifications don't meet the requirements for direct entry on to our BSc/Masters degrees. The first intake on the MPharm is in October 2016.

We have a large and vigorous post graduate research community with over 170 PhD students undertaking cutting-edge research across all our areas of interest. As well as standard PhD programmes in all the Subject Groups, we also offer a highly interdisciplinary 4-year Neurosciences PhD incorporating a first year with laboratory rotations, run in partnership with the Schools of Psychology and Engineering and Informatics, and the Brighton and Sussex Medical School.

In the REF2014 more than 96% of the School's research was rated as 'world leading', 'internationally excellent', or 'internationally recognised'. Our Biological Sciences research in particular was ranked 10th in the UK overall, and 8th on quality of our research outputs – putting us comfortably above the majority of Russell Group institutions.

The University of Sussex is a medium sized research intensive University based on a single campus in Falmer, just outside Brighton in East Sussex. The University has ambitious plans to develop its teaching and research; for example, to move from a taught student population of c13,000 to one of c18,000 by 2018.

3. Senior Leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

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Job Description for the post of: Teaching Technician

School	School of Life Sciences
Location	LifeSci Teaching Laboratories (primarily JMS)
Grade	5
Responsible to	Teaching Laboratory Supervisor (JMS)

Purpose of the post:

The provision of an effective and efficient technical service within the University for staff and students. Working in multiple laboratories, on multiple projects, under the direction of management and with a high degree of autonomy. Providing additional support to other University teaching labs if required.

Key Responsibilities:

1	Ensure that safe working practices are adhered to in line with relevant local and legal requirements. Undertaking basic risk or other safety assessments as required under the direction of the supervising technician.
2	Provide assistance and guidance to students and staff in laboratory procedures as required.
3	Carry out basic risk/CoSHH assessments as required under the direction of a senior technician.
4	The preparation of specialist (i.e. not generally commercially available) materials, compounds and solutions and setting up, using or constructing apparatus involving the modification and/or manufacture of equipment/instruments using various techniques as directed by senior technical or academic staff.
5	Operate and maintain lab equipment/apparatus under the direction of senior technical staff.
6	Prepare orders for approval by the teaching lab supervisor for apparatus and materials to ensure that adequate stock levels are maintained within policies laid down.
7	Assist in the planning and organisation of resources for the running of the laboratories and practicals.
8	Ensuring that the laboratory/laboratories are kept clean, tidy and properly maintained.
9	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.
10	Attend lab meetings and communicate with other departmental staff on laboratory issues.
11	Basic supervision of other technical staff may be required occasionally within own area of responsibility as directed by the supervising technician.

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.

EXTRA FACTUAL DATA

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 teaching environment. The post holder may be asked to undertake such duties as may be properly delegated following discussion and consultation.

- Preparing, laying out and clearing away equipment and chemicals for a range of chemistry, biology, microbiology, Foundation, environmental science (ecology, biology, zoology etc), neuroscience and biochemistry practical laboratory sessions and field work sessions.
- Assisting in preparation of standard risk assessments / CoSSH documentation for laboratory teaching and their regular updates.
- Assisting with experimental development and trial of new experiments in teaching environment prior to use.
- Ensuring that equipment and laboratory areas (including preparation areas) are maintained, clean and available for use in teaching laboratories to meet the highly demanding teaching timetable
- Work in flexible way in order to support laboratory sessions outside of core work hours

The post holder will be expected to be self-driven, work independently and as part of a wider team although supervision will be available in the event of a problem. They will be expected to plan their own work programme, and to respond to requests for work in an organised and logical manner. Accuracy and dependability are important as any failure to meet standards will result in losses in terms of resources and will be detrimental. The post holder will be expected to contribute to the overall co-ordinated effort within the laboratory and to liaise with members of staff and students at all levels.

Departmental role specific duties are listed under Extra Factual Data below

Date 9th January 2020

UNIVERSITY OF SUSSEX

Person Specification for the post of: Teaching Technician

SKILLS / ABILITIES

	Essential	Desirable
Good interpersonal skills: ability to both convey and understand communication with fellow workers.	X	
Proven ability to work independently and use initiative where appropriate.	X	
Demonstrable IT skills – Word, Excel, email and internet packages.	X	
The ability to produce a high level of quality and quantity of work with the use of good sensory and physical co-ordination within the requirements of the job.	X	
Competent in using complex lab equipment.	X	
Numerate & literate with excellent oral and written English communication skills.	X	
Good personal organisation, with the competence to organise others, use effective time management to prioritise workload to meet set deadlines.	X	

KNOWLEDGE

	Essential	Desirable
Knowledge of teaching and general computer software, as appropriate.		X
Possession of the basic knowledge, skill and experience required for the job and the ability to use these to discharge their role effectively and efficiently.	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	
An understanding of safety as it pertains to handling, storage and disposal of potentially hazardous chemical and biological materials.	X	
An understanding of aspects of the scientific rationale behind experimental practises within Biochemistry/Biology/Microbiology etc teaching laboratory.		X

EXPERIENCE

	Essential	Desirable
Experience of working in science teaching laboratory.	X	
Working knowledge of laboratory skills in biology, microbiology, bio-chemistry or neuroscience .	X	
Proven experience of working within a teaching technician role /teaching laboratory.	X	
Proven experience of working in a biochemistry, biology, microbiology lab.		X
Experience of techniques involved in making up solutions and reagents.	X	
Experience of techniques involved in Biochemistry/ Molecular Biology e.g. PCR, gel electrophoresis, oxygen electrodes, chromatography.		X
Experience in completing CoSHH and risk assessments.		X
Experience in providing a student focused service.	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 chemistry or a related subject.		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Dependable and reliable.	X	
Good personal organisation, with the competence to organise others.	X	
Willingness to coach, develop and instruct other team members thus ensuring a degree of knowledge and co-operation is achieved at all times.	X	
Willingness and ability to work as part of a team and also to take on a role of team leader with the aptitude to motivate other staff.	X	
Proficiency to handle confidential matters expeditiously.	X	
Flexibility to work outside normal hours if required.	X	
Flexible and able to adapt to change.	X	
Friendly and approachable	X	
Good attendance record	X	
Clean driving licence		X