1 Advertisement

Post Title: Laboratory Technician – Biosciences Teaching Laboratories
School/department: School of Life Sciences
Hours: Term time only (0.85 FTE) - 36.5 hours per week during term time. Exact working weeks TBC on appointment.
Staff are asked to arrange their hours with their teams to provide cover between 08:00 and 18:00 each working day (Monday to Friday).
Requests for flexible working options will be considered (subject to business need).
Contract: Permanent
Reference: 9983
Salary: starting at £23,144 to £26,396 per annum, pro rata.
Placed on: 14 October 2022
Closing date: 08 November 2022. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed.
Expected start date: ASAP

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, muti-million pound refurbishment and improvement project.

We are looking for a highly motivated, hard working person to join a small team of technicians supporting multiple biosciences teaching laboratories and field activities.

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

Please note: The University requires that work undertaken for the University is performed from the UK.

The School of Life Sciences is committed to increasing the diversity of its staff and providing an inclusive working environment. The School currently holds an Athena SWAN Silver Award, has developed a Race Equity Action Plan and hosts an active Equality, Diversity and Inclusion working group.

Applications are particularly welcomed from Black and minority ethnic candidates, and women, trans and non-binary candidates, who are under-represented in the School of Life Sciences.

Applications to posts from candidates who wish to work part-time or as job-sharers are welcome.

The University offers various schemes to provide real benefits to parents, these can be found at Family Friendly Policies

Please contact Teaching Lab Supervisor, William Horne W.a.horne@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

2. **The School of Life Sciences**

The School of Life Sciences has a mission statement to understand the mechanisms that drive biological and chemical processes; to develop innovative and diverse approaches to enhance human health, technology and the environment. It undertakes research, teaching and engagement across a wide range of the Life Sciences, from Chemistry through a range of biological and medically-related areas to Conservation Biology. The breadth and depth of cutting-edge research and innovative teaching practice requires a diverse community who work across boundaries to deliver excellence. Multidisciplinarity is a key strength at Sussex, and the School of Life Sciences is part of two collaborative cross-School funded Strategic Research Programmes: Sussex Neuroscience (SN) and the Sussex Sustainability Research Programme (SSRP). Sussex Neuroscience brings together broad-ranging neuroscience approaches from the Schools of Life Sciences, Psychology, Engineering and Informatics, as well as the Brighton and Sussex Medical School. SSRP brings together Life Sciences, Global Studies and the University of Sussex Business School to address the United Nations sustainable development goals.

The School of Life Sciences is the largest in the University in terms of research activity, with an annual research income of around £13 million. The School has a teaching and research faculty of around 90, over 140 research staff, and an administrative team of around 20. The School is structured into five Departments led by a Head of Department. These are Biochemistry & Biomedicine, Genome Damage and Stability Centre, Neuroscience, Evolution, Behaviour & Environment and Chemistry, working closely with the Sussex Drug Discovery Centre. The Head of School Professor Sarah Guthrie leads the Head of School Executive, which includes two Deputy Heads of School (one focussed on research and enterprise, the other on education), the School Administrator and the Director of Technical Services. Wider School organisation and administration is overseen by the School Management Committee, which includes the Heads of Departments and others in Directorship roles.

Our School aims to develop scientists that are able to connect with global issues and develop innovative solutions to the challenges that face the planet. We therefore work to ensure that our research positively impacts our local community, the economy and society as a whole. We have and continue to develop relationships with business, policy and community partners ranging from local SMEs to large scale multinational organisations. Academics, researchers, and students at all levels are encouraged to engage with non-academic partners through activities such as technology and skills sharing, licencing IP, contract research or consultancy, working closely with colleagues in the Sussex Innovations and Business Partnership team.

In the recent Research Excellence Framework (REF2021), 90.6 % of our Biological Sciences outputs and 84.8% of our Chemistry outputs were rated as world-leading or internationally excellent. In both areas, 100% of our Impact cases were rated as world-leading or internationally excellent. We are proud that our research has diverse impact that includes enabling and enhancing diagnosis of cancer and rare genetic diseases, using novel chemical methods to produce new medicines, saving endangered species, influencing policy and practice in pesticide use to protect bees and establishing conservation, economic and health initiatives in Papua New Guinea and Ecuador.

Our vibrant post-graduate research community is made up of around 130 PhD students who are key to our success, undertaking cutting-edge research across all our areas of interest in the Life Sciences. We are part of a number of cross-School and multi-partner PhD programmes: the Sussex Neuroscience PhD programme, 2 Leverhulme-funded Doctoral Scholarship programmes (*Sensation and Perception to Awareness* and *Biomimetic Embodied AI*), the UKRI funded *UK Food Systems* Centre for Doctoral Training and the BBSRC *South Coast Biosciences (SoCoBio)* Doctoral Training Partnership.

The School's teaching is firmly based on our research excellence and offers students an intellectually stimulating and supportive experience, with opportunities for personal research experience and use of modern technology to enhance learning. The School has a population of around 1500 undergraduates studying a range of subjects across the School's expertise. For each degree we offer a 3-year BSc and a 4-year integrated Masters (MSci or MChem). We also offer a Life Sciences Foundation Year, which is ideally suited for students whose A-level (or equivalent) qualifications don't meet the requirements for direct entry on to our BSc/MSci degrees. We have a population of around 85 postgraduate taught students undertaking MSc or MRes courses across our subject expertise.
The School is committed to the University's core values of kindness, integrity, inclusion, collaboration and courage. The Equality, Diversity and Inclusion Committee (with representation on the School Management Committee) promotes and encourages our values across the School, championing initiatives that meet the University's goals of being Equal, Diverse, Accessible and Flexible. We currently hold an Athena SWAN Silver Award and have a BAME Awarding Gap Committee who closely liaise with the University's Race Equality Charter committee. The School also hosts a wellbeing room and a multi-faith prayer room within its estate and the University supports the Trans Rights are Human Rights UK initiative. We believe that equality, diversity and inclusion is everyone's business and aim to provide a friendly and supportive environment for all who work, study and visit the School of Life Sciences.

3. Job Description

Job Description for the post of: Laboratory Technician – Biosciences Teaching Laboratories

Department: Teaching Technical Services
Section/Unit/School: School of Life Sciences
Location: LifeSci Teaching Laboratories (primarily JMS)
Grade: 4
Responsible to: Teaching Laboratory Supervisor (JMS)

Purpose of post:
The provision of an effective and efficient technical service within the University for staff and students. Working in multiple laboratories and in the field, on multiple projects, under the direction of management or senior team members 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.
2. Provide instruction, 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. Assist in the audit, planning and organisation of resources for the running of the laboratories and practicals.
6. Ensuring that the laboratories are kept clean, tidy, properly maintained and that equipment is stored correctly and securely.
7. 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.
8. Attend lab meetings and communicate with other departmental staff on laboratory issues.
9. Assist in the design and planning of teaching practical sessions, in relation to the particular equipment / apparatus required, as directed by a supervisor or member of academic staff.
10. Operate, maintain and carry out basic maintenance, testing, adjustment and repair of equipment / apparatus within the laboratories under the direction of senior technical staff.
11. Handle confidential information appropriately and discreetly, and in accordance with the requirements of the general data protection regulations.
12. 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.

EXTRA FACTUAL DATA:
This is not an exhaustive job description; it 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 required 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 fieldwork sessions.

• Assisting in preparation of standard risk assessments / CoSSH documentation for laboratory teaching staff and their regular updates.

• Assisting with experimental development and trial of new experiments in teaching environment prior to use.

• Ensuring that equipment, consumables, and multiple laboratories including preparation areas across three floors are maintained, clean and available for use 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 plan their own work programme, and 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 contribute to the overall coordinated effort within the laboratory and will liaise with members of staff and students at all levels.

"*Please note that this position may be subject to ATAS clearance if you require visa sponsorship.*"

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 accurate work with the use of good sensory and physical co-ordination within the requirements of the job.	x	
Competent in using basic lab equipment	x	
Numerate & literate with excellent oral and written English communication skills.	x	
Good personal organization. Ability to use effective time management to prioritise workload to meet multiple set deadlines	x	

KNOWLEDGE	Essential	Desirable

Computer: University and other 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 the Biochemistry / Biology / Microbiology / Ecology etc teaching laboratory		x

EXPERIENCE	Essential	Desirable
Strong working knowledge of laboratory skills in biology, microbiology, bio-chemistry or neuroscience in education or industry.	x	
Proven experience of working within a 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		x

PERSONAL ATTRIBUTES AND CIRCUMSTANCES	Essential	Desirable
Dependable and reliable.	x	
Good personal organization, with the competence to organise others.	x	
Willingness to coach and instruct other team members thus ensuring a degree of shared knowledge and co-operation is achieved at all times within the team.	x	
Willingness and ability to work as part of, and contribute to, a team.	x	
Good hand eye coordination and ability to lift and move items up to 10kg as part of the departments support activities, eg pipetting, lifting equipment such as microscopes, spectrophotometers, balances, water baths and centrifuges and pushing laden trolleys.	x	
Proficiency to handle confidential matters expeditiously.	x	
Flexibility to work outside normal hours if required to support activities within and beyond normal duties (e.g. fieldwork, applicant days).	x	
Flexible and able to adapt to fast paced change.	x	
Friendly and approachable.	x	
Good attendance record.	x	