

# UNIVERSITY OF SUSSEX

## Job Description for the post of: Research Technician

School

Location

Grade 3

Responsible to

Line manager Title of Line Manager

Responsible for N/A

### **Purpose of the post**

The provision of an effective and efficient technical service within the University for staff and students. General department tidiness, cleaning and routine care of apparatus and equipment.

### **Key responsibilities**

- 1 To assist with the provision of an effective and efficient service for staff and students.
- 2 Responsible for adhering to safe working practices in line with relevant local and legal requirements.
- 3 Ensuring that tidiness, security and the provision of services is maintained at all times.
- 4 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 staff.
- 5 Carrying out maintenance, testing, adjusting and the 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, balances and centrifuges, together with specialist computer equipment.
- 6 Providing general assistance to staff and students in the operation of laboratory apparatus / equipment, where appropriate.
- 7 Collecting materials from stores and maintaining adequate stock levels within policies laid down.
- 8 Providing general assistance in maintaining routine records, etc.... as required by senior technical staff.
- 9 Maintaining the required level of tidiness and ensuring that equipment is stored correctly and securely as directed by senior technical staff.
- 10 Communicating with other staff on lab issues.
- 11 Carrying 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.

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, consultation and subsequent training.

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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
A proven ability to work independently using initiative where appropriate.	X	
A proven ability to produce a high level of quality and quantity of work within the requirements of the job.	X	
Demonstrable IT skills – Word, Excel, email and internet packages.		X
Competent in using basic lab equipment i.e. <u>role specific</u>		X
Numerate & literate with good oral and written English communication skills	X	
Good organisational skills	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 <u>role specific</u>		X
An understanding of aspects of <u>role specific</u>		X

### EXPERIENCE

	Essential	Desirable
Experience of working in <u>role specific</u> .		X

### QUALIFICATIONS

	Essential	Desirable
GCSE or equivalent in English, Maths and 1 Science subject.	X	
Qualified to BTEC First Certificate level or equivalent qualification or experience in a science or related subject.		X

### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Dependable and reliable.	X	
Willing to coach and instruct other team members.		X
Ability to prioritise work to meet set deadlines.	X	
Willingness to 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	