

UNIVERSITY OF SUSSEX

Job Description for the post of: Research Technician

Department

Section / Unit /
School Life Sciences

Location

Grade 6

Responsible to **Title of line manager**

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

Purpose of the post - The provision of technical assistance and advice to research project staff and students to facilitate the investigation and output of a project group or groups

Key Responsibilities:

- 1 Provide technical assistance and advice to staff and students on the preparation of resources, materials, setting-up of specialist equipment, instruments and use of specialised techniques for recognised researchers and research groups within the institution.
- 2 Carry out experiments as needed for timely advancement of research projects. Prepare, collate and interpret results. Liaise with supervisor or Principal Investigator on regular basis to discuss results and project progression/direction.
- 3 Ensure the implementation of a safe working environment using good working practices, inline with relevant local and legal requirements. Undertaking standard risk, or other safety, assessments, and producing standard operating procedures when necessary, under the supervision of the Principal Investigator or supervisor.
- 4 Decide when to order non-routine apparatus and materials, to maintain adequate stock levels, within agreed local budgets. Carry out budgeting exercises and cost control measures under the supervision of, and within the limits, the Principal Investigator or supervisor.
- 5 Planning and organisation of resources for the running of research / general laboratories. Responsible for ensuring that the tidiness and the provision of the laboratory/laboratories is maintained at all times.
- 6 Use initiative and standard procedures to develop, design, modify, construct and set up of apparatus and/or research experiments to meet the needs of the lab.
- 7 Ensure that all project equipment is functional at all times. Carrying out regular, first line maintenance tasks, investigating and identifying faults and then carrying out minor repairs. Ensuring all records are maintained.
- 8 Prepare and maintain adequate laboratory records of methods, sample details and results in a timely fashion within specific research project(s).

- 10 Attend laboratory meetings and communicate with other departmental or University staff on laboratory issues.
- 11 Instruct, train and guide technical staff and students in techniques and operation of particular equipment / apparatus as directed by a supervisor or member of academic staff.
- 12 Participate in specialist networks and 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
- 13 Supervision of other technical staff may be required within own area of responsibility as directed by a supervisor or member of academic staff.

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:

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Person Specification for the post of: Research Technician

SKILLS / ABILITIES

	Essential	Desirable
Proven ability to work independently and use initiative where appropriate.	X	
Demonstrable IT skills – Word, Excel, email and internet packages.	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	
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	

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	
Working knowledge of Health and Safety as it pertains to the laboratory environment	X	
A well founded understanding of	X	
An understanding of aspects of	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	
Proven experience in role specific	X	
Proven experience in role specific techniques	X	
Experience of role specific	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	
<u>Role specific qualification</u> or equivalent experience		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Dependable, reliable and self-motivated	X	
Willing to coach and instruct other team members	X	
Willingness to supervise, 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	
Proficiency to handle confidential matters appropriately and discreetly, and with due regard to the General Data Protection Regulations.	X	
Good time-keeping and punctuality	X	
Demonstrates continuous specialist development by acquiring relevant skills and competences for the post.	X	

Date