Advertisement  

School of Life Sciences  
Genome Damage and Stability Centre  
Technician  
Part time 14 hours per week, Fixed term to 31 December 2017  
Salary range starting at £15,976 and rising to £17,399 per annum, pro rata

We wish to appoint a part-time Technician to assist in Media preparation and glass washing duties in the Centre, Monday and Tuesday 9.30am – 4.30pm. On a fixed term contract to 31st December 2017.

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.

The School 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 http://www.sussex.ac.uk/humanresources/personnel/familyfriendlypolicies

Potential candidates are strongly encouraged to make informal contact with Graham Frost, Tel 01273 678065 g.frost@sussex.ac.uk before applying, providing a CV and the names of three academic referees. For full details of the formal application see www.sussex.ac.uk/jobs before applying.

Closing date for applications: 2 December 2016  
Interviews will be held on: 12 December 2016

For full details and how to apply see www.sussex.ac.uk/jobs  
The University of Sussex is committed to equality of opportunity

Nov 2016
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.
UNIVERSITY OF SUSSEX

Job Description for the post of: Research Technician

Department School School of Life Sciences

Location Genome Centre Room G2.08

Grade 2(TECSCH25)

Responsible to Mr Graham Frost

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 local and legal safety regulations.
3. General laboratory tidiness, cleaning and routine care of basic laboratory equipment as directed by senior technical staff.
4. The preparation of simple materials, compounds and solutions OR the setting up and construction of basic apparatus using various techniques under direction of senior technical staff.
5. Collecting materials from stores and maintaining adequate stock levels within policies laid down.
6. Operate and/or support the 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).
7. Providing general assistance to staff and students in the operation of basic laboratory apparatus / equipment, where appropriate.
8. General assistance in the maintenance of routine records.
9. 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: November 2016
## UNIVERSITY OF SUSSEX

**Person Specification for the post of: Research Technician**

### SKILLS / ABILITIES

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work independently using initiative where appropriate.</td>
<td>X</td>
</tr>
<tr>
<td>Ability to produce a high level of quality and quantity of work within the requirements of the job.</td>
<td>X</td>
</tr>
<tr>
<td>Demonstrable IT skills – Word, Excel, email and internet packages.</td>
<td>X</td>
</tr>
<tr>
<td>Competent in using basic lab equipment i.e. autoclaves, pH meters, balances and centrifuges</td>
<td>X</td>
</tr>
<tr>
<td>Numerate &amp; literate with good oral and written English communication skills</td>
<td>X</td>
</tr>
<tr>
<td>Good organisational skills</td>
<td>X</td>
</tr>
</tbody>
</table>

### KNOWLEDGE

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>X</td>
</tr>
</tbody>
</table>

### EXPERIENCE

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of working in a science laboratory.</td>
<td>X</td>
</tr>
</tbody>
</table>

### QUALIFICATIONS

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE or equivalent in English, Maths and 1 Science subject.</td>
<td>X</td>
</tr>
<tr>
<td>NVQ Level 3 HNC / BTEC or equivalent qualification or experience in science laboratory</td>
<td>X</td>
</tr>
</tbody>
</table>

### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependable and reliable.</td>
<td>X</td>
</tr>
<tr>
<td>Willing to coach and instruct other team members.</td>
<td>X</td>
</tr>
<tr>
<td>Ability to prioritise work to meet set deadlines.</td>
<td>X</td>
</tr>
<tr>
<td>Willingness to work as part of, and contribute to, a team.</td>
<td>X</td>
</tr>
<tr>
<td>Flexibility to work outside normal hours if required.</td>
<td>X</td>
</tr>
<tr>
<td>Flexible and able to adapt to change.</td>
<td>X</td>
</tr>
<tr>
<td>Friendly and approachable</td>
<td>X</td>
</tr>
</tbody>
</table>

Nov 2016
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 and consultation.

- Collect and wash glassware from research laboratories
- Prepare and maintain a supply of sterile glassware, plasticware and media to research laboratories
- Preparation and supply of simple stock solutions eg PBS, SDS and DDW
- Provide operational cover for discard autoclave
- Prepare laundry for collection
- Basic support for tissue culture laboratory

The post holder will be expected to work independently although supervision will be available in the event of a problem.