

## 1 Advertisement

### **Post Title: Technician**

**School:** School of Life Sciences

**Hours:** Part Time (0.75 FTE = 27.3 hours per week which can be worked across a week depending on departmental requirement and need). Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 6590

**Salary:** starting at £19,623 and rising to £21,686 per annum, pro rata

**Placed on:** 13 September 2021

**Closing date:** 29 September 2021. Applications must be received by midnight of the closing date.

**Expected interview date:** 14 October 2021 or thereafter

**Expected start date:** ASAP

We are seeking to appoint a technician to undertake media preparation, glass washing and other related duties within the School of Life Sciences. The postholder's duties will include preparation and maintenance of stocks of basic sterile solutions as well as supplies of clean glassware and plasticware. The post holder will be expected to be an active and flexible member of a team doing similar work throughout the school of Life-Sciences.

Applicants should be able to demonstrate their ability to work as part of a team, must have a commitment to customer service and good communication skills. Experience working in science laboratories or similar would be advantageous.

Informal enquiries to Dr Steve Pearce (Technical and Administrative Supervisor). E-mail [s.r.pearce@sussex.ac.uk](mailto:s.r.pearce@sussex.ac.uk).

*The University of Sussex is committed to equality of opportunity*

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

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](#)

Potential candidates are strongly encouraged to make informal contact with Robert Fowler ([R.E.Fowler@sussex.ac.uk](mailto:R.E.Fowler@sussex.ac.uk); [he/him]) before applying.

Applications should be accompanied by a full CV.

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

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

## 2. The School of Life Sciences

The [School of Life Sciences](#) has a mission statement *to enhance human health and environmental sustainability, through research, education and knowledge exchange*. It undertakes research, teaching and engagement across a wide range of the Life Sciences, from Chemistry 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.

The School is the largest in the University in terms of research activity, with an annual research income of c£16m, and is one of the largest in terms of student and staff population: The School has a teaching and research faculty of around 100, over 200 research fellows and technicians, and an administrative team of around 25. We aim to develop scientists that are able to connect with global issues and develop innovative solutions to the challenges that face the planet.

Academics within the School of Life Sciences apply their [research](#) to create impact in areas as diverse as addressing neurodegenerative diseases, saving endangered species, fostering sustainable agriculture and developing diagnostics for cancer and rare diseases. In the most recent Research Excellence Framework (REF2014), more than 96% of the School's research was rated as 'world leading', 'internationally excellent' or 'internationally recognised', putting us above many Russell Group institutions. As part of our research impact, we have developed relationships with business, policy and community partners. Our vibrant post-graduate research community is made up of around 180 PhD students and they are key to our success, undertaking cutting-edge research across all of our areas of interest in the Life Sciences.

Research in the School of Life Sciences is structured into [six collaborative Subject Groups](#), led by a Subject Chair who is a leader in their field. These are *Biochemistry & Biomedicine*, *Genome Damage and Stability Centre*, *Neuroscience*, *Evolution, Behaviour & Environment*, *Sussex Drug Discovery Centre* and *Chemistry*. The Head of School (Professor Sarah Guthrie, in post since 2017) leads the Head of School Executive, which includes two Deputy Heads of School (one focussed on research, 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 Subject Chairs and others in Directorship roles.

The School's teaching is firmly based on our research excellence and offers students an intellectually stimulating yet supportive experience, with opportunities for personal research experience and use of modern technology to enhance learning. The School has a population of around 1650 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.

#### **4. Job Description for the post of: Technician**

Department	Technical Services
School	School of Life Sciences
Location	JMS 3C4 and elsewhere in school as required
Grade	3
Responsible to	Technical and Administrative Supervisor
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 Assist with the provision of an effective and efficient technical service for staff and / or students.
- 2 Responsible for adhering to safe working practices in line with relevant local and legal requirements.
- 3 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 or academic staff.
- 4 Collecting materials from stores and maintaining adequate stock levels within policies laid down.
- 5 Carrying out maintenance, testing , adjusting and 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, balance 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 Providing general assistance in maintaining routine records, etc. as required by senior technical staff.
  - 8 Maintaining the required level of tidiness and ensuring that equipment is stored correctly and securely as directed by senior technical staff.
  - 9 Communicating with other staff on lab issues.
  - 10 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: September 2021

## UNIVERSITY OF SUSSEX

### Person Specification for the post of: Technician

#### **SKILLS / ABILITIES**

	Essential	Desirable
Able to effectively plan and prioritise allocated work activities on a day to day basis	X	
Able to prepare and carry out straightforward but specialist technical procedures, following clear guidelines and procedures	X	
Demonstrable IT skills – Word, Excel, email and internet packages.		X
Competent in using basic lab equipment i.e. autoclaves and balances		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	

#### **EXPERIENCE**

	Essential	Desirable
Experience of working in a science laboratory.		X

#### **QUALIFICATIONS**

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

#### **PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

	Essential	Desirable
Commitment to the values and professional behaviours of the University	X	
Evidence of continuing personal development and training	X	
Willing to coach and instruct other team members.		X
Ability to prioritise work to meet set deadlines.	X	
Willingness to work within and contribute to a team.	X	
Flexible and able to adapt to change.	X	