



1 Advertisement

Post Title: Laboratory Technician – Biosciences Teaching Laboratories

School/department: School of Life Sciences, Teaching department

Hours: Full time or part time up to a maximum of 36.5 hours per week. Staff 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: 7475

Salary: starting at £22,254 to £25,627 per annum, pro rata if part time

Placed on: 13 December 2021

Closing date: 28 January 2022 Applications must be received by midnight of the closing date.

Expected start date: ASAP

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.

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

- The post requires a proactive approach, initiative, the ability to work both independently and as part of a team with excellent communication and interpersonal skills.
- The post holder will be highly organised with a positive and flexible approach to work in order to deal with a variety of requests and tasks.
- It would be beneficial if the successful candidate had experience of providing a student focused service for the subjects of biomedical or biological sciences at undergraduate level.
- The post holder should be able to provide a consistently high level of background support to the other teaching technicians within the School.
- The role will include supporting all aspects of preparation and clearing of laboratory classes and fieldwork including setting up equipment, equipment fault finding, general servicing of equipment, preparation of reagents, maintaining stock levels and providing advice for students and support for academic staff during laboratory sessions.

Please contact Teaching Lab Supervisor, Kristy Flowers k.flowers@sussex.ac.uk for informal enquiries.

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 / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/lifesci/>

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 the 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.

4. Person Specification

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 eg 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 subject		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	