Level 1 Leading Technician

(Biological Sciences Teaching Laboratories)

1 JOB DESCRIPTION

Faculty / School or Division: Faculty of Health and Life Sciences/School of Biological Sciences
Faculty/School or Division Address: Life Sciences Building, Tyndall Avenue, BS8 1TQ

Job Family:	**Technical Services**		
Grade:	**G**	**Salary range:**	**£32,722 - £36,320 per annum**
Hours of work:	**35 hours per week**	**Contract type:**	**Open ended**
Work pattern:	**Full time**	**Vacancy Reference Number: SUPP113906**	

1.1 Main Job Purpose

Alongside the Teaching Laboratory Manager, you will have some responsibility for the day to day management and task direction of a small technical team, ensuring the smooth running of the Biological Sciences Teaching so that they are fit for purpose and compliant with relevant Health & Safety regulations.

The Biological Sciences teaching space has a capacity of 180 students, with an average class size of approx. 125. Three-hour practicals run most days – many with a duplication between morning and afternoon. The team also support 12 field courses and several Outreach programmes.

1.2 Main Statement of Responsibilities

The Student Experience:

Facilitating the safe and efficient delivery of technical services in support of undergraduate practical classes, on-campus and off-site field courses; PGT laboratory-based research projects and on or offsite Outreach activities.

Demonstrating techniques to students where necessary.

Professional Practice:
Contribute to the design and delivery of teaching within the Life Sciences Teaching Laboratories, typical duties would include:

- Work with key stakeholders to plan and deliver laboratory-based teaching sessions, Off site Outreach sessions, campus-based, Open Day activity and offsite field courses.

- Recognise and resolve problems, including complex issues, e.g. fault diagnosis, experiment or process improvement.
- Evaluate effectiveness of teaching practical outcomes, to inform future development, and monitor consistency between repeated sessions.
- Task others to and/or carry out independently the preparation and lay out of equipment and consumables as required for teaching; and clear away after teaching sessions, ensuring space is ready for next use.
- Source and maintain stocks of teaching materials and consumables, as well as input into larger and more specialist purchases, liaise with relevant contacts and suppliers to ensure cost effectiveness.
- Operate, service, maintain and calibrate specialist equipment.
- Write risk assessments and method statements/standard operating procedures (SOPs), ensuring compliance with all relevant guidelines. Understand and follow all relevant Health & Safety guidelines.
- Respond independently to problems/issues using initiative and judgement to find and offer solutions.
- Flexible and responsive based on service need.
- Give task direction to others.

Leadership and Management:

Potential to develop a line management capability through management of a small team including responsibility for recruitment, communication, welfare and development of staff. Supporting Laboratory Manager with the above, duputising in their absence.

Responsive and flexible approach to meet day to day service needs, directing the team as appropriate.

Responsibility for trainees, apprentices and visitors

Planning & Organising Resources:

Proactively liaise with key contacts/customers (internal and external) to interpret and agree current and future service requirements.

Plan, manage and prioritise own workload and that of the team while responding to the changing priorities and needs of a busy, dynamic environment.

Day to day planning of resource needs for area of responsibility within defined limits as determined in conjunction with the Teaching Lab Manager, to include access to facilities, technical support and equipment.

Potential to monitor spend against budgets

Governance and Compliance:

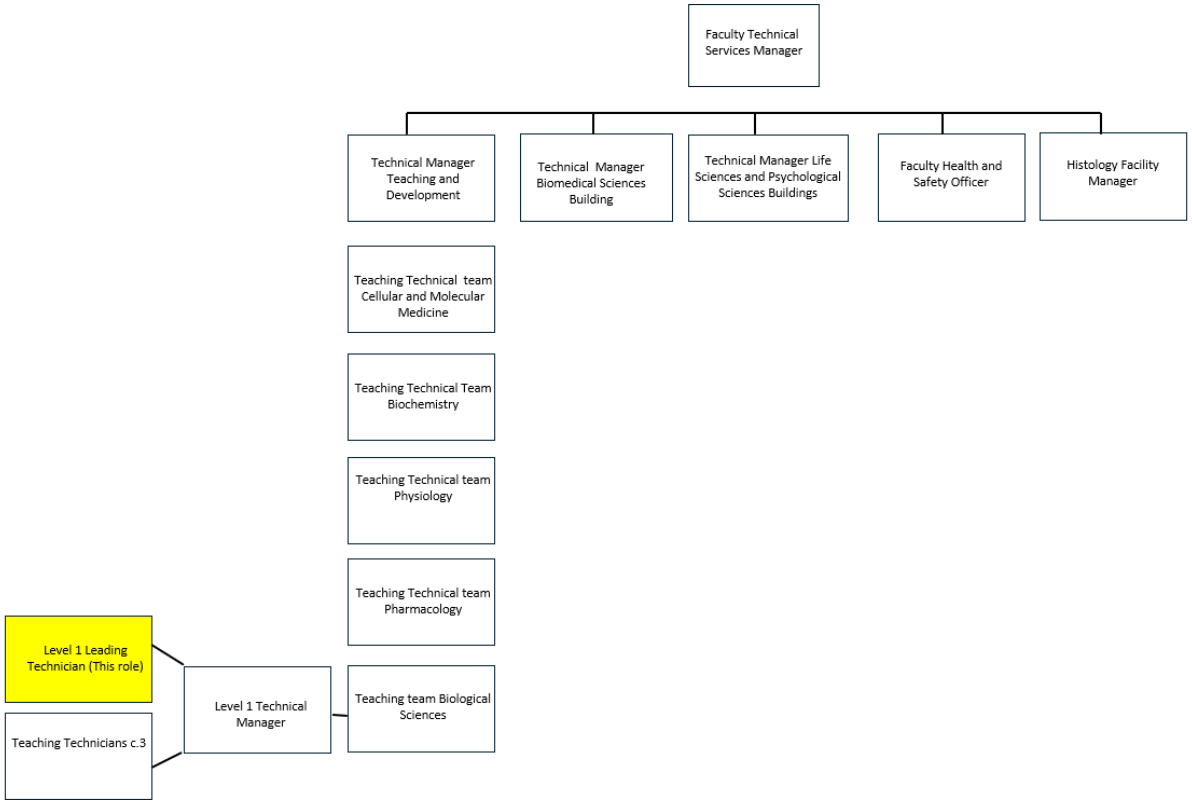
Deliver local operational safety in area of responsibility, e.g. formal lab inspections, local audits, safe working, good working practices, and relevant legal frameworks. Implementing and reviewing local rules, policies and legislative requirements. Upholding University Health & Safety requirements.

1.3 Relationships

Line manager: Teaching Lab Manager

Line manager to (where appropriate): No current formal line management responsibility but will undertake day to day supervision and task direction of Technicians, Technical Assistants or apprentices where appropriate

1.4 Organisation Charts



1.5 Job Hazards/Safety Critical Duties (Pre-employment health screening)

The following duties are an intrinsic part of the role and any offer of employment will be conditional upon satisfactory health screening by the University Occupational Health Service:

Biological Hazards:

- Working with freshly killed wild animal samples/material that may carry a small microbiological risk.
- Working with bacteria, fungus and moulds. The cultures used are not human pathogens.
- Working with live invertebrates that may cause respiratory issues. Full PPE provided.

Chemical Hazards:

- Working with a large variety of potentially hazardous chemicals. Chemicals include organic solvents (eg. methanol, ethanol, chloroform), acids and other reagents too numerous to list.

Chemicals which are corrosive, toxic by absorption/ingestion, skin irritant and respiratory irritant will all be used during an academic year. All chemicals are COSHH assessed and carry their own risk assessment. Full appropriate PPE is always provided and worn.

Physical Hazards:

- Standing for long periods of time. During busy parts of term there will be long periods when the role holder will be on their feet for most of the day.
- Use of sharp implements: The role holder will be expected to prepare biological material, on occasions, using scalpels and scissors.
- Outdoor work. The role includes various local and nationwide field visits.

2 PERSON SPECIFICATION

2.1 Relevant Experience, Skills and Knowledge

Essential

- 3 + years experience of supervision or task allocation in a laboratory-based environment
- Breadth or depth of knowledge and 3 + years experience in technical support preferably in higher education
- Excellent IT skills, knowledge of relevant specialist software
- Excellent organisational skills, with the ability to deal with and prioritise a range of ongoing tasks at the same time, and to be able to cope under pressure
- Ability to review and advise on complex experimental procedures
- Ability to work independently and as part of a team towards pre-defined goals
- Innovative approach to work

Desirable

- Experience of working in a teaching laboratory, preferably in higher education
- Experience of laboratory-based application of biological sciences knowledge

2.2 Relevant Qualifications

Essential

- Relevant qualifications at GCSE/A-Level, or NVQ, or equivalent level, and broad relevant work experience; or substantial work experience in a relevant role.

Desirable

- Relevant qualification in a biological or related science at degree or equivalent level
- Engagement in appropriate teaching and learning training
- Appropriate professional registration (e.g. Advanced HE Associate Fellowship)

2.3 Communication and Interpersonal Skills

Essential

- Demonstrates assertiveness with a polite and courteous approach when dealing with others
- Ability to effectively communicate with a wide variety of internal and external contacts

- Ability to encourage team engagement
- Good influencing skills

2.4 Additional Criteria

Essential

- Willingness to manage day to day people issues as they arise
- Commitment to customer care and to providing a quality service
- Take ownership for continuous improvement in own knowledge, practice and skills
- Ability to use initiative in operational service delivery