UNIVERSITY OF WARWICK

Job Description

Job title	Teaching Laboratory Technician 109840
Department	Life Sciences
Grade	FA3

Job purpose (a brief summary of the role)	To assist in the process of setting out and preparing for undergraduate practical classes.
Duties and responsibilities	• In conjunction with other members of the undergraduate lab team, assist with the collaborative approach to planning for forthcoming practical classes. • Preparation and distribution of sterile solutions, standard solutions, general reagents and materials for all undergraduate practical classes, under instruction from senior staff. Maintaining good standards of aseptic technique, good laboratory practice and ensuring health & safety of lab users. • Setting out items required for laboratory classes and provide advice and assistance for staff and students in the operation of equipment. To be available to provide assistance, commensurate with the role, during the lab classes. • Upon completion of practical classes ensure safe disposal of contaminated glassware and plastics, clean all work spaces and ensure that equipment is clean and working. Ensure Standard Operating Procedures (SOP) regarding waste streams, including chemicals, biological materials, glass and plasticware are adhered to. • Work to H&S standards set by the department, University and by external regulatory bodies. Must Undertake/complete /update any Health & Safety training modules as requested by the University or the Teaching Laboratory Manager. • Responding to requests for information and assistance from undergraduates, academics and postgraduates during practical classes, escalating to senior staff as required. • Assist with administrative tasks such as the co-ordination of student registers, preparation of materials ready for classes and the updating of a variety of online records as appropriate. • Ensuring that consumable stocks are appropriately replenished from central stores. • Develop your own skills as part of continuing professional development. • To provide flexibility to cover some roles in the absence of other staff members. • Contribute to the maintenance and upkeep of laboratory equipment and infrastructure including raising request with school workshops or university estates to ensure that consumable stocks are appropriately replenished from stores.

	• Servicing of equipment at the end of the academic year including liaising with the workshop over repairs needed. The duties and responsibilities outlined are not intended to be an exhaustive list but provide guidance on the main aspects of the job. The postholder will be required to be flexible in their duties.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Vocational qualification NVQ Level 2 or 3 or education to A level or equivalent in life sciences subject or relevant experience in a similar or related role.	A & C
E2	Practical experience of microbiological, and biochemical techniques, to include good aseptic techniques	A & C
E3	Experience in laboratory practices with respect to handling chemicals, safety in the workplace and lifting techniques.	A,B & C
E4	Knowledge of health and safety, good practice in a lab environment including an appreciation of COSHH regulations and SOPS.	A,B & C
E5	Ability to communicate clearly and effectively and be able to understand and follow verbal and written instructions accurately.	A & C
E6	Ability to work as part of the team and / or without direct supervision, and to work safely, accurately and flexibly	A & C
E7	Ability to prioritise tasks and work to tight deadlines.	A & C
E8	Excellent attention to detail and record keeping skills.	A & C
E9	Knowledge of the various types of laboratory equipment (including consumables) used in undergraduate practicals	A & C
E10	Good IT skills including Microsoft office and outlook	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Experience of operating, maintaining and repairing basic experimental apparatus of the general type used in undergraduate science teaching laboratories	A & C
D2	Knowledge of the importance of sterilisation techniques in Teaching laboratory.	A & C
D3	Practical experience of tissue culture	A & C