

Job Description

Role Title: Assistant technician (Bioscience and Chemical Sciences)

School / Dept: School of Science, Engineering and Environment

Reference: MPF625

Grade: Grade 4

Full or Part time: Full time – Fixed Term Contract 48 months

Hours: 36.25

Reports to: Technician Manager

Overview

The role of Assistant Technician (Bioscience and Chemical Sciences) has become vacant in the University's School of Science, Engineering and Environment (SSEE). SSEE is a large multi-disciplinary School comprising around 400 staff, including around 50 highly skilled technicians and approximately 4500 students studying on a range of taught and research programmes at BSc, BEng, MEng, MSc, MPhil and PhD level. SSEE embraces subjects as diverse as Zoology, Parasitology, Mathematics, Computer Science, Engineering, Geography, Biomedical Science, Architecture and Construction Management, in a range of locations on the Peel Park campus.

The university could not deliver high quality research, teaching and knowledge transfer without the work of our skilled technical staff at all levels of the institution, and we aim to ensure the contribution technicians make is fully recognised. The University of Salford is a signatory of the national Technician Commitment, which aims to ensure the key themes of visibility, recognition, career development and sustainability are developed for technicians working in higher education and research. We aim to do this by pledging action against the themes, ensuring technician roles are viewed as professional careers, developing potential career pathways and encouraging career development opportunities. The role of Assistant Technician (Biological and Chemical Sciences) supports the delivery of teaching and helps ensure students within SSEE receive a consistent and positive laboratory experience across programmes.

Working as part of a collaborative technical team, the post-holder will provide hands-on, routine support within teaching laboratories and, where required, field-based activities and research laboratories. The role is primarily focused on supporting laboratory environments, helping to maintain spaces in an organised, safe and ready-to-use condition. This will include preparing, labelling and organising materials for teaching, and supporting the setup and clear-down of sessions. The role will also involve carrying out basic equipment checks (following training), alongside supporting core laboratory operations such as waste processing (including autoclaving), glass washing, routine laboratory checks and general housekeeping, working in line with established health, safety and operational standards.

The role may also include supporting teaching sessions that involve live animals, animal-derived materials, and preserved or deceased animal specimens (for example fish and small mammals). This may include assisting with the setup and preparation of these materials, as well as clearing and cleaning laboratories following sessions. The post-holder must be comfortable handling these materials in a respectful and professional manner, in line with established ethical, health and safety and teaching practices.

This is a practical, entry-level role designed to support the development of core technical skills within a higher education environment. The post-holder will work under supervision, building confidence and experience in laboratory operations while contributing to the day-to-day running of laboratory spaces. This role is particularly suited to individuals at an early stage in their career or those looking to develop practical technical skills within a laboratory environment.

There is an expectation for the post-holder to undertake further development through a Level 6 apprenticeship in a relevant science discipline (e.g. chemical or biological sciences).

Role Purpose

The appointee will join the existing team of technicians in order to provide assistance to laboratory, specialist spaces, and key stakeholders

Principal Duties & Responsibilities

- Specialist space assistance - Identifies specialist space tasks. Able to use initiative to complete tasks, with guidance and support from senior colleagues where necessary. Reports to senior staff when complete to ensure standard of work.
- Equipment maintenance – Follows agreed procedures to maintain equipment. Gathers information to enable durability of equipment.
- Quality assurance (equipment & facilities) - Contributes to the collection of evidence and the conduct of equipment and facility audits or review of activities, processes, or services. Examines records for evidence that appropriate testing and other quality control activities have taken place and completes compliance with organisational directives, standards and procedures. Identifies non-compliances, non-conformances and abnormal occurrences.
- Safety and incident management - Follows provided health and safety information. Assists in compliance of health and safety data. Notifies health and safety issues. Following agreed procedures, identifies, registers and categorises incidents. Gathers information to enable incident resolution and promptly allocates incidents as appropriate.
- Customer assistance – Responds to common requests for service by providing information to enable fulfilment. Promptly allocates unresolved calls as appropriate. Maintains records, informs users about the process and advises relevant persons of actions taken.
- Sourcing / procuring – Provided with suppliers to source quotations in accordance with university policy. Completes and monitors purchase under guidance.
- Perform any other duties appropriate to the grade as may be required by the Dean of School/Director of HANS/ Technician management team etc.
- Where appropriate line manager and/or mentor colleagues of a lower grade.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.
- To engage in the Technicians Commitment at the university <https://www.salford.ac.uk/technicians-commitment>

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Hold a relevant qualification and / or equivalent professional experience (E)

Background and Experience

2. Experience of working in laboratories or similar environment. (E)
3. Experience in dealing with internal and external customers (D)
4. Experience of procurement processes (D)
5. Experience of health and safety in the work place (E)
6. Experience problem solving and trouble shooting (D)

Knowledge

7. A knowledge of health and safety procedures and its application to a laboratory environment (D)
8. How to operate and maintain laboratory equipment and procedures (D)
9. Experience of relevant laboratory skills and techniques, such as correct use of microscopes and balances (E)

Skills and Competencies

10. Excellent communication and interpersonal skills (E)
11. A respectful approach and experience of working as part of a successful team (E)
12. Ability to act alone with precision to prioritise workload (D)

