

Job Description

Role Title:	Assistant Technician (Bioscience and Chemical Sciences)
School / Dept:	Faculty of Health, Community and Life Sciences
Reference:	MPF625
Grade:	Grade 4
Full or Part time:	Full time
Hours:	36.25
Reports to:	Technician Manager

Overview

The Faculty of Health, Community and Life Sciences (HCLS) is looking to appoint an Assistant Technician (Bioscience and Chemical Sciences). HCLS is a large, multidisciplinary Faculty with around 1,000 staff, including 70 technical staff, and more than 10,000 students across a wide range of taught and research programmes.

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 HCLS receive a consistent and positive laboratory experience across programmes.

Working as part of the wider HCLS technical team, you will support teaching and research activity from undergraduate through to postgraduate level. You will work collaboratively with technical colleagues across different areas, sharing skills and supporting activities across the Faculty in line with service needs. You will provide day-to-day practical support across teaching laboratories and, where required, research laboratories and field-based activities, carrying out defined routine technical activities under the guidance of more experienced technical colleagues where appropriate..

This will include supporting the preparation and set-up of teaching activities, including assembling student trays and workstations, setting out materials, consumables and equipment, and clearing down laboratories following practical sessions. You will also undertake routine technical activities such as basic equipment checks, waste processing and autoclaving, glass washing and general laboratory housekeeping. As your knowledge, skills and experience develop, you will have opportunities to undertake a broader range of technical activities under appropriate guidance and supervision. You will help ensure laboratories are safe, organised and ready for students and staff to use.

Some teaching involves live animals, animal-derived materials and preserved or deceased specimens, including fish and small mammals. You will need to be comfortable handling these materials appropriately and supporting the preparation and cleaning of laboratories used for these sessions.

This is an entry-level role offering the opportunity to develop practical technical skills and experience within a university laboratory environment. You will work under the guidance of experienced technical colleagues while contributing to the day-to-day running of our laboratories.

A Level 6 apprenticeship in either biological or chemical sciences is integrated into the role and forms part of the development pathway for the post. You will be required to undertake and successfully complete the apprenticeship alongside your substantive role. Applicants must therefore meet the relevant eligibility and apprenticeship funding requirements.

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.
- Where appropriate line manager and/or mentor colleagues of a lower grade.
- 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.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Dean of Faculty/Director of Operations/Technician management team etc.

- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- 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.

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Person specification follows on next page

Person Specification

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

Qualifications

1. You must be willing and eligible to complete a level 6 apprenticeship in Biological Sciences or Chemical Sciences as part of the job. To qualify, you need to have enough new skills and knowledge left to learn throughout the apprenticeship, based on any qualifications, training or experience you already have (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)

