



UNIVERSITY OF
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UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Technician Graduate Intern				
DEPARTMENT	School of Life Sciences				
LOCATION	Brayford				
JOB NUMBER	COS189	GRADE	INTERN	DATE	June 2015
REPORTS TO	Technical Manager				

CONTEXT

The University of Lincoln puts students at the heart of everything we do. Added to that, we are a research-based university with quality teaching and excellent career prospects for our graduates.

In a competitive recruitment market, the internship will provide successful applicants with an opportunity to:

- Acquire practical experience of work in the higher education sector
- Develop and apply a range of transferable skills
- Make a contribution and take on real responsibilities for own workload
- Understand more about their own strengths and career interests
- Enhance their CV with real examples of work
- Learn more about a specific department
- Have the opportunity to work on a distinct project.

The School of Life Sciences, within the College of Science, runs successful degree courses (BSc Hons / MBio) in Animal Science, Biology, Biochemistry, Biomedical Science (accredited by the Institute of Biomedical Sciences), Bioveterinary Science and Zoology. It also runs Masters courses in Biotechnology, Forensic Anthropology and Clinical Animal Behaviour. The purpose built three storey science building, opened in 2000, is where the taught laboratory classes for the School take place and is staffed by a team of 13 technical staff. The Schools of Chemistry and Pharmacy also use these laboratories for undergraduate teaching and are supported by the same technical staff.

This post is 12 months fixed-term. In addition to the departmental role you will also join the University's intern development programme, 'The Lincoln Award (Graduate Interns)'.

This is an integrated development programme and will include a range of workshops and group organisational project. The aim of the programme is to help you build up your key transferable skills as well as developing you both personally and professionally. The programme enables you to build a personal portfolio, allowing you to reflect on your learning and development throughout your employment with us, and also support your next career step.

It is expected that the successful candidate will fully engage in the development programme as part of this graduate intern role.



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Please note you do not need to have completed the Lincoln Award at undergraduate level to apply for this position.

JOB PURPOSE

The role provides technical support to teaching staff and some research teams. This role requires sound knowledge and experience to carry out varied but generally prescribed work including preparation for practical classes and the maintenance and operation of equipment. As an intern, the role holder will be under the supervision of a Senior Technician or academic for the key responsibilities listed below.



KEY RESPONSIBILITIES

Demonstration and Laboratory Duties

- Help to set up equipment, prepare materials for teaching or researchers, and tidy up afterwards. Provide assistance in conducting experiments and using the equipment.
- Demonstrate practical procedures and techniques during practical classes, when requested by the academic in charge.
- Manufacture and prepare materials and specimens from verbal instruction and/or rough sketches to technical specifications.
- Help to conduct regular maintenance checks and repair equipment. When unable to repair equipment liaise with relevant companies and oversee repair or replacement.
- Assist in the development of new or improved methods of testing and demonstrating practices under the supervision of academic, research or senior technical staff.
- Monitor laboratory resources, ensuring stocks of consumables are maintained. Source suppliers and new equipment if required.

Planning

- Support the development and progression of project plans against objectives.
- Support the management of objectives to ensure activities are delivered within agreed timescales.
- Seek solutions to challenges that may present themselves whilst supporting projects.

Communication and Liaison

- Maintain relationships with colleagues across the University and external parties, e.g. suppliers, contractors etc.
- Communicate to project lead on progress of projects ensuring consistent and accurate information is collated.
- To act as the central point of contact within the team on specific projects.
- To work effectively and co-operatively within the technical team and widely across the University.
- To maintain networks with other institutions as appropriate to build knowledge of good practice so that this is understood and shared.
- Support the development of documentation suitable for the appropriate audience.

Customer Relationship Management

- To build effective working relationships with members of both academic and professional service staff.
- To engage with existing contacts in order to develop new networks for college and service department engagement.
- To liaise with key project stakeholders to keep them informed in a timely manner of key stages during project progression.
- To build effective working relationships with students and members of the public.



Research and Development

- To undertake background research, information and data gathering that will support project development.
- To assist in the development and drafting of necessary pieces of work e.g. relevant processes ensuring coherence and alignment with existing guidelines.

Data and Information Management

- To provide progress reports which are suitable for both strategic and operational decision-making.
- To support development of project-related communication to enable both internal and external publication through a range of communication means.

Contribution to Team/Organisational Work

- Contribute towards ensuring safety regulations are followed. Instruct students in safe working practices including overseeing activities in the labs. Be aware of Risk and COSHH assessments that are in place.
- To take responsibility for tasks given which will require some degree of self-direction and independent working, in order to deliver agreed objectives in the timescales outlined in project plans.
- Engage with other duties as necessary and agreed with the project sponsors.
- To contribute and support the development and implementation of projects to instigate organisational change across the University.

Engagement

- Take responsibility for own professional development through engaging with the Lincoln Award.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

This post is intended as a graduate training opportunity for an applicant with a keen interest in starting a career as a teaching laboratory technician. The successful applicant will work with all the technical teams in rotation to receive training in the effective delivery of HE laboratory practicals. They will also have an opportunity to learn how to operate and maintain specialist equipment and learn new techniques in such areas as animal behaviour science, organic and inorganic chemistry, analytical chemistry, molecular biology, microbiology, biomedical science and forensic science.

The post holder will be able to work under their own initiative as well as part of a dedicated team. The post holder will be able to demonstrate a methodical approach to ensuring accuracy, and they will be able to use their own initiative to ensure that problems are resolved quickly and efficiently.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> • Technical staff • Head of School • Students • College Registrar • Health and Safety Officers • Intern Network • University staff at all levels • Relevant University departments as and when required (e.g. Communications, Development and Marketing, ICT, etc) • Organisational Development Team 	<ul style="list-style-type: none"> • Materials suppliers and contractors • Relevant academic and professional groups • Relevant national, regional and international networks • Networking with other HE institutions



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PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
University of Lincoln Degree in Life Sciences – University of Lincoln recent graduate	E	A
Experience:		
Previous experience of working in a laboratory / workshop environment	D	A/I
General administrative experience	D	A/I
Working to deadlines whilst undertaking a broad range of tasks	E	A/I
Dealing with a broad range of customers/stakeholders	D	A/I
Experience of project co-ordination/'management'	D	A/I
Skills and Knowledge:		
Technical working knowledge of all specialist equipment relating to specific laboratories	D	A/I
Excellent communication skills – both written and verbal to enable explanation of technical issues and processes	E	A/I
Appropriate IT skills in all elements of Microsoft Office	E	A/I
Good planning and organisational skills	E	A/I
Excellent customer service skills	E	A/I
An awareness of Health and Safety in relation to working in a laboratory environment and associated hazards	E	A/I
An understanding of the Education Sector	D	A/I
Competencies and Personal Attributes:		
Customer orientated approach to work	E	A/I
Professional and courteous manner	E	A/I
An awareness of the principles of confidentiality	E	A/I
Organised, flexible and efficient with a positive and proactive approach to work	E	I
Keen to learn new skills and comfortable dealing with high tech equipment	E	A/I
Dedicated to accuracy and attention to detail	E	A/I
The ability to generate ideas	E	A/I
Team player but able to work under own initiative	E	A/I
Excellent interpersonal skills	E	I



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A healthy regard for working in a potentially hazardous environment and obeying the rules and regulations imposed to provide a safe working environment	E	I
Business Requirements:		
Flexibility to travel and work at other campuses	D	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	JB	HRBA	HDR
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