



UNIVERSITY OF LINCOLN  
JOB DESCRIPTION

<b>JOB TITLE</b>	Technician Assistant				
<b>DEPARTMENT</b>	School of Pharmacy				
<b>LOCATION</b>	Brayford				
<b>JOB NUMBER</b>	COS022-3	<b>GRADE</b>	4	<b>DATE</b>	September 2013
<b>REPORTS TO</b>	Technical Manager				

**CONTEXT**

The new School of Pharmacy was established in 2013 and will be running BSc Pharmaceutical Sciences from September 2013 and the Master of Pharmacy course from September 2014. The School has a close relationship with the School of Life Sciences. New state of the art facilities in the Joseph Banks Laboratories will be completed in summer 2014, and will house research laboratories for both Schools. The current purpose built three-storey science building, which opened in 2000, is where the majority of undergraduate laboratory classes will take place. There are currently 10 FTE of technical staff.

**JOB PURPOSE**

The role provides technical support to teaching staff and 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.

## KEY RESPONSIBILITIES

### General

- Follow instructions to meet customer requirement determining the priority of tasks.
- Understanding and technical competence of procedures, processes and specialised systems.
- Production of instruction sheets and guidance material in partnership with academic colleagues.
- Support colleagues and other team members with relevant guidance and advice on the area of work.
- Liaise to maintain relationships and contacts.
- Determine prioritisation of tasks for and own pattern of work to ensure a high level of service.
- Contribute to routine decision making involving operational procedures and equipment.
- Carry out tasks requiring specific of physical or sensory techniques and skills.
- Explain standard procedures or demonstrate the use of standard equipment.

### Preparation of Experiments, Machinery and Equipment

- Set up equipment and prepare materials for teaching or researchers.
- Provide assistance in conducting experiments and using the equipment.

### Demonstration of Procedures

- Demonstrate practical procedures and techniques during practical classes, when requested by the academic in charge.

### Provision of Technical Advice

- Manufacture and prepare materials and specimens from verbal instruction and/or rough sketches to technical specifications.

### Liaison and Networking

- Maintain relationships with colleagues across the University and external parties, e.g. suppliers, contractors.

### Maintenance and Repair of Equipment/Apparatus

- Conduct regular maintenance checks and repair equipment. When unable to repair equipment liaise with relevant companies and oversee repair or replacement.

### Collation of Results

- Prepare and collate experimental results for interpretation by others.

### **Development of Methods of Testing and Practices**

- Develop new or improved methods of testing and demonstrating practices under the supervision of academic, research or senior technical staff.

### **Health and safety**

- Contribute towards ensuring safety regulations are followed. Instruct students in safe working practices including overseeing activities in the labs.

### **Stock Control and Ordering**

- Monitor laboratory resources.
- Source suppliers and new equipment.
- Place orders when required within a set budget.

**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 training opportunity for applicants 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 pharmaceutical sciences, analytical chemistry, molecular biology, microbiology, biomedical science and forensic science.

### Key working relationships/networks

Internal	External
<ul style="list-style-type: none"><li>• Technical Manager</li><li>• Head of School</li><li>• Head of College</li><li>• School Senior Academics</li><li>• School Programme Leaders</li><li>• Departmental academic, administrative, technical and learning support staff</li><li>• Registrar</li><li>• Health and Safety Officers</li><li>• Students</li></ul>	<ul style="list-style-type: none"><li>• Relevant academic and professional groups</li><li>• Relevant national, regional and international networks</li><li>• Materials suppliers and contractors</li></ul>



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PERSON SPECIFICATION

<b>JOB TITLE</b>	Technician Assistant	<b>JOB NUMBER</b>	COS022-3
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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
HNC level qualification or equivalent experience	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Previous experience of working in a laboratory / workshop environment	<b>D</b>	<b>A</b>
<b>Skills and Knowledge:</b>		
Technical working knowledge of all specialist equipment relating to specific workshop/laboratory	<b>E</b>	<b>A,I</b>
Appropriate IT skills	<b>E</b>	<b>A,I</b>
Good written & verbal communication skills to enable explanation of technical issues and processes	<b>E</b>	<b>A,I</b>
Good organisational skills	<b>E</b>	<b>A,I</b>
<b>Competencies and Personal Attributes:</b>		
Ability to meet tight deadlines	<b>E</b>	<b>I</b>
Enthusiastic and flexible approach to work	<b>E</b>	<b>I</b>
Effective team worker	<b>E</b>	<b>A,I</b>
Able to work confidentially	<b>E</b>	<b>I</b>
Customer orientated approach to work	<b>E</b>	<b>A,I</b>
Professional and courteous manner	<b>E</b>	<b>I</b>
Proactive and able to demonstrate initiative	<b>E</b>	<b>I</b>
Keen to learn new skills and comfortable dealing with high tech equipment	<b>E</b>	<b>I</b>
A healthy regard for working in a potentially hazardous environment and obeying the rules and regulations imposed to provide a safe working environment	<b>E</b>	<b>I</b>

**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.

<b>Author</b>	PG	<b>HRBA</b>	HDR
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