



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Technician – Internship				
DEPARTMENT	School of Life Sciences				
LOCATION	Brayford				
JOB NUMBER	LS1080	GRADE	2	DATE	September 2013
REPORTS TO	Technical Manager				

CONTEXT

The School of Life Sciences, within the College of Science, runs successful degree courses (BSc Hons) in Animal Science, Biology, Biomedical Science (accredited by the Institute of Biomedical Sciences), Bioveterinary Science and Forensic Science (accredited by the Forensic Science Society and awarded recognition status by the Royal Society of Chemistry). It also runs a new and exciting Masters (Erasmus Mundas) in Forensic Science. Other degree and MSc courses are in development. The purpose built three storey science building, opened in 2000, is where the laboratory classes and research for the School take place and is staffed by a team of 10 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.

As an intern, the role holder will be under the supervision of a senior technician, academic or senior researcher for the key responsibilities listed below.

KEY RESPONSIBILITIES

Preparation of Experiments and Equipment
Help to set up equipment and prepare materials for teaching or researchers. Assist with tidying up afterwards. Provide assistance in conducting experiments and using the equipment.
Demonstration of Procedures
Help to demonstrate practical procedures and techniques during practical classes, when requested by the academic in charge.
Provision of Technical Advice
Assist with the manufacture and preparation of materials and specimens from verbal instruction and/or rough sketches to technical specifications.
Maintenance and Repair of Equipment / Apparatus
Help to conduct regular maintenance checks and repair equipment. When unable to repair equipment liaise with relevant companies and oversee repair or replacement.
Development of Methods of Testing and Practices
Assist with the development of new or improved methods of testing and demonstrating practices under the supervision of academic, research or senior technical staff.
Health and Safety Responsibilities
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.
Stock Control and Ordering
Monitor laboratory resources, ensuring stocks of consumables are maintained. Source suppliers and new equipment if required.
Liaison and Networking
Help to maintain relationships with colleagues across the University and external parties, e.g. suppliers, contractors etc.

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 analytical chemistry, molecular biology, microbiology, biomedical science and forensic science.

Key working relationships/networks

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



**UNIVERSITY OF LINCOLN
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 Graduate	E	A
Degree level qualification in Life Sciences or equivalent	E	A
Experience:		
Previous experience of working in a laboratory / workshop environment	D	A
Skills and Knowledge:		
Technical working knowledge of all specialist equipment relating to specific laboratories	D	A,I
Appropriate IT skills	E	I
Good written and verbal communication skills to enable explanation of technical issues and processes	E	I
Good organisational skills	E	I
Ability to meet tight deadlines	E	A,I
Competencies and Personal Attributes:		
Enthusiastic and flexible approach to work	E	I
Effective team worker	E	A,I
Able to work confidentially	E	I
Customer orientated approach to work	E	A,I
Professional and courteous manner	E	I
Proactive and able to demonstrate initiative	E	I
Keen to learn new skills and comfortable dealing with high tech equipment	E	I
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

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	HF
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