



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Technician				
DEPARTMENT	College of Science Technical – JBL Schools				
LOCATION	Brayford				
JOB NUMBER	COS315	GRADE	5	DATE	July 2016
REPORTS TO	Technical Manager				

CONTEXT

The Schools of Chemistry, Life Sciences and Pharmacy within the College of Science offer an exciting and supportive integrated work environment for excellence in research and teaching. A cross-school technical team combining discipline expertise with operational flexibility creates a dynamic and multi-disciplinary environment to enable delivery of the Schools' ambitious development plans. The post-holder is required to work across the Schools and their buildings, providing technical support to research, teaching and commercial service delivery.

JOB PURPOSE

The role provides highly specialist technical support to teaching staff and research teams by preparing and overseeing the practical delivery of teaching classes. The role will also operate, maintain and develop laboratory and research equipment and/or apparatus to ensure the smooth running of a laboratory or research facility.

The post holder will have knowledge and experience in the biological sciences, in order to effectively support practical teaching across our programmes of Animal Behaviour & Welfare, Biology, Zoology, Biochemistry, Bioveterinary Science, and Biomedical Science. This post will involve supporting practical teaching in a variety of areas which may include, microbiology, molecular biology, biochemistry, animal and plant biology or ecological fieldwork. There will also be the opportunity to participate in residential field courses within the UK and overseas.

KEY RESPONSIBILITIES

General

- Interpretation of customer requirements to produce solutions and/or advice to produce a high level of learning support.
- Thorough understanding of the techniques and procedures of complex processes or specialised systems.
- Writing of complex instruction sheets and guidance material.
- Point of reference for other team members for guidance and advice.
- Liaise with colleagues and external clients to build relationships and contacts.
- Involvement in determining the delivery of service within the area.
- Decision making on routine matters in consultation with colleagues.
- Carry out tasks requiring a high level of physical or sensory techniques.
- Provide regular demonstration and guidance to others in the team.
- Train or instruct students on standard tasks or activities that require them to assess competency and provide feedback.

Preparation of Experiences, Machinery and Equipment

- Set up equipment and prepare materials for teaching and/or research. Provide assistance in conducting experiments and using the equipment.
- Work closely with academic staff to determine the level of delivery that is required for students.

Demonstration of Procedures

- Demonstrate practical procedures and techniques to undergraduates during practical classes, when requested by the academic in charge.
- Be responsible for coaching and guiding academic staff and students in the techniques, procedures, complex processes and specialist systems.
- Be responsible for producing written complex instruction sheets and guides for students to use in the laboratory/workshop/studio.
- As required introduce individuals to the workplace and tailor the process to the differing needs of the learners.

Provision of Technical Advice

- Provide technical advice to undergraduate project and research students and researchers in the design of experiments or equipment.
- Advise Managers and Academic staff on developments in laboratory/workshop/studio procedures/methods and new equipment (including costs) that may be available and how this would benefit the area and students.
- Be main point of reference to colleagues for guidance and advice in all aspects of laboratory/workshop/studio processes and equipment.

- Advise on the operational timetable for academic planning activities as well as in respect of space planning.

Liaison and Networking

- Where directed by Line Manager, attend internal and external working parties or committees.
- Build and maintain relationships with colleagues across the University and external parties e.g. suppliers, contractors etc.

Maintenance and Repair of Equipment/Apparatus

- Responsible for maintaining and repairing equipment and liaison with external companies to oversee repair or replacement.

Collation of Results

- Prepare and collate results for interpretation by self and others. Use results to make changes to experiments.

Development of Methods of Testing and Practices

- Develop new or improved methods of testing and demonstrating practices.

Health and Safety

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

Stock Control and Ordering

- Monitoring of resources including the sourcing of suppliers and new equipment. Placing orders when required including monitoring of expenditure 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

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none">• Technical Managers• Heads of Schools• Fellow technical staff• Staff within the schools• Health and Safety Department• Students	<ul style="list-style-type: none">• Relevant academic and professional groups• Relevant national, regional and international networks• Materials suppliers and contractors



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

UNIVERSITY OF
LINCOLN

JOB TITLE	Technician	JOB NUMBER	COS315
------------------	------------	-------------------	--------

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
HNC level qualification or equivalent experience	E	A
Experience:		
Previous experience of working in a laboratory / workshop environment	E	A/I
Experience of working in a biological sciences discipline	E	A/I
Skills and Knowledge:		
Technical working knowledge of all specialist equipment relating to specific workshop/laboratory	E	A/I
Appropriate IT skills	E	A/I
Good written and verbal communication skills to enable explanation of technical issues and processes	E	A/I
Budgeting skills	D	A/I
Good planning and organisational skills	E	A/I
Familiar with good laboratory practice and laboratory safety	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 with minimal supervision	E	A/I
Customer orientated approach to work	E	A/I
Ability to meet tight deadlines	E	A/I
Professional and courteous manner	E	A/I
Proactive and able to demonstrate initiative	E	I
Business Requirements:		
Willingness to work flexible hours on occasions to accommodate the needs of business	E	I
Willingness to participate in residential field courses within the UK and/or overseas	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	CC	HRBA	HDR
---------------	----	-------------	-----