



**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

<b>JOB TITLE</b>	Animal Technician Assistant				
<b>DEPARTMENT</b>	College of Science Technical – JBL Schools				
<b>LOCATION</b>	Brayford				
<b>JOB NUMBER</b>	COS508	<b>GRADE</b>	4	<b>DATE</b>	March 2021
<b>REPORTS TO</b>	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 technical support to teaching staff and research teams. This role requires sound knowledge and experience to carry out varied but generally prescribed animal related work including general health care and monitoring, preparation for in behavioural or welfare related practical work and the maintenance and operation of equipment.

We currently maintain dedicated reptile, rodent and fish facilities as well as an insectary housing a variety of species of invertebrates. Other animals belonging to members of the public and staff volunteer to participate in behaviour and welfare related studies and the technician assistant may be required to care for these animal whilst on site. The breadth of species coming under the care of the technician assistant may change in accordance with our academic priorities and funding opportunities.

## 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 knowledge of animal behaviour and welfare, and the use of animals in research.
- Explain standard procedures or demonstrate the use of standard equipment on animals.

### Preparation of Animals, Practicals and Equipment

- Source as necessary and ensure animals are in an appropriate state to participate in practical activities, including any preparation in advance of animals and related materials or equipment (e.g. for video capture and analysis) for teaching or researchers.
- Provide assistance in conducting studies and using related equipment.

### Demonstration of Procedures

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

### Provision of Technical Advice

- Source, manage and prepare subjects from verbal instruction in accordance with current animal protection legislation. Provide technical advice with a view to potential ways to improve the welfare of animals under our care which enhance and do not compromise academic activity.

### Liaison and Networking

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

### Maintenance and Repair of Animal Facilities

- Conduct regular maintenance care procedures, including oversight of associated essential resources and undertake health checks and seek assistance as appropriate.

- Ensure a register of animal status and use is maintained.

#### **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 animal use and demonstrate practices under the supervision or direction 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 involving the use of animals.

#### **Stock Control and Ordering**

- Monitor laboratory resources.
- Source suppliers and new equipment as appropriate.
- 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**

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





**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

<b>JOB TITLE</b>	Animal Technician Assistant	<b>JOB NUMBER</b>	COS508
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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 / or other animal facility environment	<b>E</b>	<b>A/I</b>
Practical competence in the handling, management and training of all relevant animal taxonomic groups	<b>E</b>	<b>A/I</b>
<b>Skills and Knowledge:</b>		
Technical working knowledge of all relevant taxonomic groups and equipment relating to their care and use	<b>E</b>	<b>A/I</b>
Appropriate IT skills	<b>E</b>	<b>A/I</b>
Good written and verbal communication skills to enable explanation of technical issues and processes	<b>E</b>	<b>A/I</b>
<b>Competencies and Personal Attributes:</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>A/I</b>
Customer orientated approach to work	<b>E</b>	<b>A/I</b>
Professional and courteous manner	<b>E</b>	<b>A/I</b>
Proactive and able to demonstrate initiative	<b>E</b>	<b>I</b>
<b>Business Requirements:</b>		
Willingness to work flexible hours including weekends and public holidays	<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>	LJ/CC	<b>HRBA</b>	HDR
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