



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Laboratory Technician (Food Science and Technology)				
DEPARTMENT	National Centre for Food Manufacturing				
LOCATION	Holbeach Campus				
JOB NUMBER	COS781	GRADE	5	DATE	May 2022
REPORTS TO	Associate Professor				

CONTEXT

The Laboratory Technician will provide direct technical support for microbiology, chemistry, New Product Development, sensory and pilot scale factory-based research projects and NCFM's wider service to businesses and the smooth running of the labs and factory. Supporting student teaching is also a feature of the role.

A satellite campus of the University of Lincoln, The National Centre for Food Manufacturing is a major resource for the UK's food industry with over 250 major companies accessing courses, technical services and research. Our clients include the major national and global food manufacturing businesses and we collaborate with many international partners and universities. The NCFM has outstanding sector-focused facilities, including a state-of-the-art food factory demonstrating cutting edge food automation.

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 and research support. The post holder will also operate, maintain, and develop category 2 laboratory and research equipment and/or apparatus to ensure the smooth running of the laboratory or research facility, while strictly adhering to correct procedures and health and safety guidelines. The Laboratory Technician will be involved in a variety of laboratory-based investigations within the microbiological, chemical, physical and food science areas. This can include sampling, handling of pathogenic microorganism, testing, measuring, recording, and analysing results as part of a scientific team.

KEY RESPONSIBILITIES

General

- Perform laboratory tests to produce reliable and precise data to support scientific investigations.
- Thorough understanding of the techniques and procedures for food microbiology and food chemistry.
- Prepare food samples for analysis
- Writing of complex instruction sheets, standard operating procedure, 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 strong technical understanding for laboratory tasks.
- Provide regular demonstration and guidance to others in the team.
- Record, and sometimes interpret, results to present to senior colleagues.
- Use computers and perform mathematical calculations from research data for the preparation of graphs and reports.
- Ensure the laboratory is well-stocked and resourced and that everything is clearly and correctly labelled.
- Keep up to date with technical developments, especially those which can save time and improve reliability of research activities.
- Conduct searches on identified topics relevant to the research.
- Follow and ensure strict safety procedures and safety checks.
- Undertake routine cleaning duties as required including waste removal.

Preparation of Materials, 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 deliver classes.

Demonstration of Procedures

- Demonstrate practical procedures and techniques to students during practical classes.
- 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.
- 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 researchers, undergraduate and research students in the design of experiments or equipment.
- Advise Managers and Academic staff on developments in laboratory 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 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 trials and experiments and produce report and presentation.

Development of Methods of Testing and Practices

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

Health and Safety

- Contribute towards ensuring safety regulations are followed. Conduct risk /COSHH assessment. Instruct students and researchers 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

Scope and dimensions of the role

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 use their own initiative to ensure that problems are resolved quickly and efficiently.

There may be occasions when the post holder has to work flexibly i.e. the post holder may need to work into the evenings if trials over-run.

The buildings are located on 2 separate sites (close-by) and the post holder will work be required to work across both sites.

Occasionally, support is required for trials being undertaken off-site on the business premises and the post holder will be required to work on the premises of our partner businesses on occasions.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> • Dean • Deputy Heads • Associate Professors (Research Leads) • Programme Leaders, Academic, administrative, technical and learning support staff • Health and Safety Officers • Students 	<ul style="list-style-type: none"> • Businesses partnering in research • Relevant academic and professional groups • Relevant national, regional and international networks • Materials suppliers and contractors



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Technician	JOB NUMBER	COS781
------------------	------------	-------------------	--------

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
HNC/HND or Foundation Degree in Food Science & Technology or related discipline or equivalent experience	E	A
Honours Degree in Food Science & Technology or related discipline or equivalent experience	D	A
Experience:		
Science laboratory experience	E	A/I
Method development	E	A/I
Research experience	D	A/I
Food microbiology, food chemistry and food science lab experience	D	A
Experience of undertaking demonstration and instruction	D	A
Skills and Knowledge:		
Able to work in a laboratory, test kitchen and pilot scale factory environment and familiar with equipment and processes	E	A/I
Skilled in laboratory process and familiar with a factory or food processing lab environment	D	A/I
Skilled in food chemistry/food microbiology and familiar with a lab environment, equipment, and processes	D	A/I
Research	D	A/I
Good IT skills	E	A
Good written & verbal communication skills to enable explanation of technical issues and processes	E	A/I
Budgeting skills	D	A/I
Management of Health & 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	E	A/I
Customer orientated approach to work	E	A/I
Professional and courteous manner	E	A/I
Proactive and able to demonstrate initiative	E	I
Business Requirements:		
Understanding the requirements of commercial customers	E	A/I
Able to work flexibly on occasions	E	A/I
Professional presentation	E	A/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	VAB	HRBA	AH
---------------	-----	-------------	----