



UNIVERSITY OF
LINCOLN

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JOB DESCRIPTION**

JOB TITLE	Senior Technician (Biomedical Sciences)				
DEPARTMENT	College of Science Technical – JBL Schools				
LOCATION	University of Lincoln Campuses				
JOB NUMBER	COS321	GRADE	6	DATE	February 2023
REPORTS TO	Technical Manager				

CONTEXT

The Schools of Chemistry, Life and Environmental Sciences, and Pharmacy within the College of Science offer an exciting and supportive integrated work environment for excellence in teaching and research. 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 teaching, research and commercial service delivery.

JOB PURPOSE

The role holder will provide specialist technical support to teaching staff and advise/guide students on laboratory techniques used within practical teaching and dissertation research.

It is expected that, where relevant, the role holder will be responsible for coordinating resources in support of teaching delivery, ensuring that practicals are prepared and delivered in a timely, efficient manner and that laboratory equipment is regularly and effectively maintained.

You will be responsible for the day-to-day coordination and supervision of technical staff working in your field and will work closely with other senior technical staff and technical managers to ensure smooth and efficient operation of the wider technical team within the Schools and coordinated delivery of laboratory based practical teaching.

It is also expected that, from time to time, the role holder may be required to conduct research experiments on behalf of researchers and academic members of staff within the discipline.

The post holder will have an up-to-date knowledge of laboratory techniques and equipment relevant to teaching and research in biomedical, biochemical, molecular and/or microbiological sciences.

KEY RESPONSIBILITIES

General

- Provide specialist advice and support to staff and students.
- Responsible for the forward planning and management of an area / unit.
- Discuss and interpret complex 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 and detailed instruction sheets and guidance material involving original thought and design.
- Point of reference for other team members for guidance and advice as an experienced and specialist team member.
- Internal and external liaison to maintain and build relationships and contacts essential to the effectiveness of the role.
- Involvement in determining the delivery of service within the area due to their specialist expertise.
- Decision making on routine matters and influencing of longer term, high impact decisions.
- Carry out tasks requiring a high level of physical or sensory techniques.
- Provide regular demonstration and guidance to others in the team which may include supervision and development of other technical team members.
- Train or instruct students on standard tasks or activities that require them to assess competency and provide feedback.

Preparation of Experiments, Machinery and Equipment

- Manufacture and prepare materials/specimens and equipment requiring specialised skills and knowledge from verbal instruction and rough sketches to technical specifications.
- Provide highly specialist and technical advice to research students and researchers in the design of experiments or equipment.
- Conduct experiments on behalf of researchers and academics, interpret results using the information to make changes to processes and improvements.

Demonstration

- Demonstrate to undergraduate and postgraduate students as part of a module or course for both teaching and research.
- Assess students' competencies in tasks and be responsible for providing feedback during the session
- Assist with the development, updating or modifying the material or delivery method, in order to make it appropriate for the learning outcomes required, as agreed with academic staff, and to fit the learning style appropriate to the participants.
- Create written documents to communicate effective use of equipment or how to carry out regular procedures. Support academics by writing protocols for undergraduate practical schedules when requested.

- Develop detailed handouts and other documents requiring a high level of original thought, interpretation, wording and design.

Provision of Technical Advice

- Be responsible for making recommendations to influence decisions which are far reaching, complex and long lasting for the Department/School e.g., for major equipment purchase where the complexity of the changing technology means that the specialist advice from the role holder is critical and which, once implemented, will not be easily undone.
- Provide advice to academic staff and students to enable a resolution to unusual or complex problems where the available guidance or knowledge base is not specific, and problems may be complicated due to the range of information available or there may be only partial or conflicting data available.
- Train members of staff in technical skills with the aim of transferring knowledge and experience.

Liaison and Networking

- Where appropriate be responsible for leading departmental project groups.
- Contribute as an active and knowledgeable participant in internal or external working groups, committees or networks such as professional bodies, user groups.

Maintenance and Repair of Equipment/Apparatus

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

Collate and Analyse Results

- Be responsible for analysing and interpreting results of experiments in order to feedback to students and academics and to make changes to future processes and techniques.
- Analysis of technical information in order to modify existing processes or techniques.

Development of Methods of Testing and Practices

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

Health and Safety

- Be responsible for 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 laboratory resources, placing orders when required and monitoring of expenditure within a set budget.

- Source new suppliers in line with requirements to purchase new equipment.
- Advise on recommended purchases for new capital purchases. Management of a small budget, including processing invoices and delivery notes.

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



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PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
A degree relevant subject or equivalent	E	A
Experience:		
Relevant professional practice or industrial experience	E	A/I
Experience of supervising/co-ordinating individuals or teams	E	A/I
Skills and Knowledge:		
Technical working knowledge of all specialist equipment relating to specific 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
Organisation and planning skills	E	A/I
Budgeting skills	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:		
Willingness to work flexible hours on occasions to accommodate the needs of business	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	LJ/CC	HRBA	AH
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