

## **Laboratory Support Technician – Microbiology – Learning and Information Services – Grade D**

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### **Job Description**

#### **Purpose**

To support the Senior Technician in the provision of technical support for students and staff in laboratory facilities.

#### **Duties**

1. To provide technical support laboratory for a range of facilities, ensuring effective and efficient use of resources in designated areas.
2. To prepare, set out, clear away and clean equipment and laboratory resources including chemicals, media, solutions, reagents and apparatus
3. To provide help, support, guidance and advice, for example through demonstrations or inductions to staff and/or students in a group or individually, on the use of equipment and the skills, techniques and procedures associated with the practical use of laboratory resources.
4. To support the Senior Technician in fault reporting, maintenance and development of equipment and facilities, including daily checks, ensuring they are maintained in a safe, clean, secure and tidy condition.
5. To assist the Senior Technician in coordinating stock checks and inventory management activities in line with university procedures including administrative tasks relating to the procurement and disposal of inventory assets.
6. To ensure appropriate records and logs are kept, by implementing Health, Safety and waste disposal procedures according to university guidelines. To advise the relevant line manager or named responsible individual of any risks to or breaches of these procedures.
7. To assist staff and students undertaking research, exhibitions and Knowledge Transfer/income generating activities.
8. To work on and provide support on specific technical projects as the business requires.
9. To demonstrate and provide a consistently high level of customer service to staff and students.
10. To demonstrate flexibility and commitment to the University and LIS mission statements, policies and development plans.

11. Staff may be required, from time to time and on an ad hoc basis, to work additional hours and/or hours outside of their normal working pattern to meet the needs of the business.
12. To carry out other such duties as may reasonably be associated with the grade and a role of this nature.
13. To demonstrate flexibility and commitment to the university and LIS mission statements, policies and development plans

## Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Recent experience of working in a microbiological science laboratory environment (Application/Interview).
- A Level in a Science subject or equivalent experiential learning in a related discipline (Application).
- IT literate with knowledge/experience of relevant PC systems, software and support (Application/Interview).
- Good practical skills in scientific laboratory techniques relating to microbiology including aseptic technique, plate pouring etc (Application/Interview).
- Proven ability to plan, prioritise and organise workload with conflicting demands and tight deadlines (Application/Interview).
- Ability to provide manual handling to varying weights and sizes (Application/Interview)
- Awareness and understanding of confidentiality (Application/Interview).
- Attention to detail and concern for quality of work of team and self (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience of working in a Further or Higher Education environment (Application/Interview).

- Experience in a customer facing technical support role, with excellent customer service and communication skills both written and verbal (Application/Interview).
- Relevant Health & Safety qualifications (Application).
- Ability to adapt to changing work environment and new technologies (Application/Interview).
- Competence in the use of equipment and instruments associated with scientific laboratories (Application/Interview).