**THE UNIVERSITY OF NOTTINGHAM RECRUITMENT ROLE PROFILE FORM**

**Job Title:** Laboratory Technician (Teaching)  
**School/Department:** School of Medicine, Division of Medical Sciences & Graduate Entry Medicine  
**Job Family and Level:** Technical Services Level 2  
**Contract Status:** Permanent  
**Hours of Work:** Full-time (36.25 hours per week) Monday – Friday, job share arrangements may be considered for this post  
**Location:** Royal Derby Hospital Centre  
**Reporting to:** Senior Laboratory Technician  

**Purpose of the New Role:**  
To provide technical support across the teaching laboratories in the Division as directed by the Senior Laboratory Technician and assist in the research laboratory as required. The Role Holder will be expected to carry out a range of tasks to time and quality requirements, with minimal direct supervision.

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<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td>1. Checking and maintaining consumable stocks and other laboratory supplies and keeping adequate records of same and in liaison with senior technical staff to produce requisitions to place orders for replacements</td>
<td>15%</td>
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<tr>
<td>2. General tidying and cleaning of teaching and prep laboratories and preparation areas and washing up, drying and storing glassware Resolving routine problems independently, referring more complex issues to senior colleagues.</td>
<td>20%</td>
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<tr>
<td>3. Using and developing skills to prepare for and support practical sessions for undergraduates including development and testing of methods before sessions and providing technical support during classes and for assisting with student teaching in the research lab.</td>
<td>45%</td>
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<td>4. Consider Health and Safety in the performance of all duties by assessing the risks of the planned activity and performing the tasks having considered, and acted to secure, the safety of yourself and others and maintain a safe work environment through conducting testing to time and quality requirements, check status of equipment, notify and take action on non-conformance, where appropriate.</td>
<td>10%</td>
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<td>5. Communicate effectively information/instructions to researchers, other technical staff, laboratory management, academics, commercial staff, suppliers and maintenance staff both internally and externally. Maintain accurate data records, draft routine document control and resolve routine problems independently, referring more complex issues to senior colleagues.</td>
<td>10%</td>
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### Knowledge, Skills, Qualifications & Experience

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<tr>
<th>Qualifications/Education</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Qualifications/Education</td>
<td>• A minimum of two A Levels in relevant subjects or equivalent vocational qualifications (NVQ, City &amp; Guild), plus some experience in a relevant technical/scientific role. OR • Considerable work experience in a relevant technical/scientific role.</td>
<td>A Level in Biological Sciences.</td>
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<tr>
<th>Skills/Training</th>
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<th>Desirable</th>
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<tr>
<td>Skills/Training</td>
<td>• Excellent oral and written communication skills, including the ability to communicate information with clarity. • Analytical ability to be able to interpret testing requests. • Good IT literacy skills. • Problem solving skills. • Good customer relation skills. • Ability to work accurately in order to maintain high standards, with the ability to work effectively under pressure. • Ability to adopt a methodical approach to work in order to achieve work deadlines. • A sound understanding of Health and Safety. • Ability to lift and move objects as this role will involve storing and moving consumables and equipment.</td>
<td>• Some knowledge of teaching or practical training.</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Experience</td>
<td>• Previous relevant laboratory experience, with the ability to undertake a range of technical support activities e.g. microbiology and molecular biology techniques with minimal supervision. • A sound knowledge of quality standards.</td>
<td>• Relevant teaching experience.</td>
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### Decision Making

**i) taken independently by the role holder**
- Once assigned, order of the work to be completed
- Immediately stopping unsafe acts
- Requesting staff, contractors, students or visitors to wear adequate safety equipment
- Advise on routine queries

**ii) taken in collaboration with others**
- Requirements for purchasing of consumables/other resources
iii) referred to the appropriate line manager (Senior Laboratory Technician) by the role holder

- Financial issues
- Staff issues that may affect the performance of the team
- Issues, actions and priority on safety and non-conformance
- Coaching / training

Additional Information
The role is that of a laboratory technician who will support academic staff to teach practical sessions to undergraduates on the BSc Medical Physiology and Therapeutics Course. The role holder will be required to learn and demonstrate various techniques to the students under the guidance of the teaching staff.

The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all. The School of Medicine holds a Silver Athena SWAN in recognition of our achievements in promoting and advancing the representation of women in science, technology, engineering, medicine and mathematics (STEMM). Please see http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx

Appendix 1
The University of Nottingham
The University of Nottingham is a global-leading, research-intensive university with campuses in the UK, Malaysia and China. Our reputation for world-class research has yielded major scientific breakthroughs such as Nobel-winning MRI techniques, drug discovery, food technologies and engineering solutions for future economic, social and cultural progress.

Already ranked among the UK’s elite universities and global polls for research excellence, our reputation for world-class research has been further enhanced with the 2014 results of the Research Excellence Framework (REF).
In addition to scoring highly in quality rankings covering major disciplines in science, engineering, the social sciences, medicine, business and the arts, it is Nottingham’s research power rankings which demonstrate the impressive volume of excellent research which is carried out. We are now ranked 8th in the UK on a measure of ‘research power’ which takes into account both the quality of research and the number of research-active staff who made REF returns, confirming Nottingham’s place in the top tier of the world’s elite higher education institutions.

The main University campus is set beside a lake, in an extensive belt of woodland, parks and playing fields. The 330 acre University Park Campus is the focus of life for more than 32,000 students and houses the majority of the University’s academic schools and many of the central Services. The Jubilee campus is situated 2 miles away from the University Park, and provides extra capacity. The University Medical School is situated next to the University Park. Together with the University Hospital, it forms the Queen’s Medical Centre (QMC).

University of Nottingham Medical School
Nottingham has a strong reputation for both clinical medicine and teaching. As one of the most popular medical schools in the country, it is able to select excellent students and produce and attract good junior doctors.

The School of Medicine was formed following Faculty reconfiguration on August 1st 2013. The new School of Medicine comprises the Divisions of Cancer and Stem Cell Sciences, Child Health, Obstetrics and Gynaecology; Clinical Neuroscience; Epidemiology and Public Health; Primary Care; Psychiatry and Applied Psychology; Rehabilitation and Ageing; Medical Sciences and Graduate Entry Medicine; Respiratory Medicine; Rheumatology, Orthopaedics and Dermatology and the Nottingham Digestive Diseases Centre. The School also hosts the
Medical Education Centre, the Centre for Interprofessional Education and Learning, the Clinical Research Facility, the Clinical Skills Centre, NIHR design Service East Midlands, Nottingham Clinical Trials Unit, PRIMIS and Medical Imaging Unit.

The new School of Medicine brings together in one School staff undertaking research for the benefit of the health of patients. It includes all primary care and hospital-based medical and surgical disciplines, principally in the Queen’s Medical Centre and City Hospital Nottingham Campuses, Royal Derby Hospitals NHS Foundation Trust and also at the University’s main campus and at the King’s Meadow and Jubilee Campuses. Most of our School’s Senior Researchers and Teachers are also clinicians who dedicate 50% of their time to patient care within the Nottingham University Hospitals NHS Trust & Royal Derby Hospitals NHS Trust. This close juxtaposition brings cutting-edge clinical care to our patients and clinical relevance to our research and teaching. We are closely integrated with our full time NHS clinical colleagues, many of whom are themselves leaders in research and teaching and who work closely with the University and this increases the mutual benefit from integration between the University and NHS.

Mission:
Our mission is to improve human health and quality of life locally, nationally and internationally through outstanding education, research and patient care.

Priorities:
1. **Teaching and learning**, particularly training tomorrow’s doctors and teaching specialised postgraduates
2. **Research and research training**: We will perform and support the highest quality "big" research which impacts on human health and disease
3. **Partnership with the NHS** and other healthcare providers
4. **Visibility and profile of the School of Medicine**: We will do what we do better, and we will tell others about it

Ethos and principles:
1. **Having people and patients at the heart of all we do**: our teaching and learning, our research and our patient care
2. **Contribution within the School of Medicine and to society** beyond our immediate roles; helpfulness and service
3. **Openness and fairness**, with particular emphasis on communication (both internal and external) and on equality and diversity among students and staff
4. **Personal and group responsibility** for all aspects of our work, within a culture of opportunity and reward

Our research spans 11 major themes, ranging from cancer to vascular medicine. We work closely with industry and the NHS. Our world-leading research ranges from basic and translational science through to clinical trials, epidemiology, and health services research. Our clear theme is improving human health, underpinning a vibrant postgraduate research training programme leading to PhD or DM. Many of our academics are clinicians, using their expertise to provide cutting edge specialised treatment to NHS patients; reflecting our ethos that patients are at the heart of all we do.

In the 2014 Research Excellence Framework the four Units of Assessment included in the School of Medicine were among the six most improved in the whole University since RAE 2008: Over 80% of our research in 2014 was graded as world-leading or internationally excellent. Our research spans 11 major themes and ranges from basic and translational science through to clinical trials, epidemiology, and health services research. We work closely with industry and the NHS. Our research is underpinned by a strong postgraduate research training programme leading to PhD or DM. Our major research themes are in Cancer and Stem Cells; Child Health, Obstetrics & Gynaecology; Clinical Neurosciences; Dermatology; Digestive Diseases; Epidemiology and Public Health; Mental Health; Musculoskeletal physiology and disease; Primary Care; Rehabilitation and Ageing; Respiratory Medicine; and Renal Medicine.

The School of Medicine trains tomorrow’s doctors on a vibrant undergraduate medical course with a unique intercalated BMedSci, as well in a specialised graduate-entry programme built
around clinical problem solving. We teach medicine and related disciplines at both undergraduate and postgraduate level. We have a dedicated clinical academic training programme and are committed to training PhD and doctoral research students and to supporting postdoctoral clinicians and scientists in their research.

Professor Tony Avery is Dean of the School of Medicine.

For further information, please see our website http://www.nottingham.ac.uk/medicine

**Nottingham**

Central within the East Midlands, Nottingham is a vibrant and prosperous city with something to offer everyone. It is one of the UK’s leading retail centres and has a huge variety of restaurants, bars and nightclubs which attract people from all over the UK. Culturally, it has good theatres, an arena which attracts both national and international performers and a range of historical interests relating to subjects such as the lace industry, Lord Byron and DH Lawrence. Nottingham is also known for sport, being the home of Trent Bridge Cricket Ground, Nottingham Forest and Notts County Football Clubs, the National Water Sports Centre and the Nottingham Tennis Centre. There is a good network of roads with easy access to the M1 and the A1, a fast frequent rail service to London and other major cities. Nottingham East Midlands Airport is only eighteen miles away.

The city is set within a county of outstanding natural beauty which includes Sherwood Forest, Wollaton Park, lively market towns and wonderful historic buildings. Housing is relatively inexpensive and, in addition to the two Universities, there are excellent schools and colleges available.

**To find out more about Nottingham, use the following links:**


University of Nottingham [http://www.nottingham.ac.uk](http://www.nottingham.ac.uk)

Zoopla (Guide to local properties) [http://www.zoopla.co.uk/](http://www.zoopla.co.uk/)


**Division of Medical Sciences and GEM**

This geographically-based, multidisciplinary Division is located on the RDH site. It is the largest of 11 Divisions within the University of Nottingham School of Medicine.

The Division was established in August 2007, employs >100 staff (biomedical scientists, healthcare professionals, educationalists, clinical academics, administrative & technical staff) & delivers several educational programmes: (i) the first 18-months of GEM, (ii) a new 3-year BSc in Medical Physiology & Therapeutics (began in Sept 2010, 50 students pa), (iii) a 1-yr Foundation programme for 15 students feeding into the BSc, & (iv) postgraduate taught courses. The School also has 53 MD / PhD students.

The Division enjoys excellent links with Derby Hospitals Foundation Trust.

**General Information about the city of Derby**

Derby is an historic city, which lies at the heart of some of England’s most magnificent countryside. The Derbyshire Dales & Peak District National Parks are only a short drive away, with the spa towns of Ashbourne, Matlock & Buxton within easy reach. Southern Derbyshire has a population of approximately 570,000 & is well served by rail & road within easy travelling distance of the M1, M5, M6 & M42. The Nottingham East Midlands Airport is close by.

The city offers a wide range of recreational amenities. The Assembly Rooms & Playhouse offer a wide variety of shows, concerts & productions to suit all tastes. Other nightlife centres around two multi-screen cinemas, various nightclubs, several traditional public houses & excellent restaurants in the city centre & throughout the county. There are various social & cultural facilities, museums, stately homes, castles, gardens & numerous places of historical &
archaeological interest. There are first class facilities for sport enthusiasts within Southern Derbyshire including Derbyshire County Cricket Club & Derby County Football Club.

Housing is both plentiful & reasonably priced, with a choice of country village settings & modern hustle & bustle of city life, with the larger cities of Nottingham & Leicester within easy access. There are many good schools, primary & secondary, both state & private.

To find out more about Derby, visit www.derby.gov.uk