# Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Laboratory Technician</th>
<th>Job family and level</th>
<th>Technical Services, Level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Department</td>
<td>School of Medicine – Division of Medical Sciences &amp; Graduate Entry Medicine</td>
<td>Location</td>
<td>Queens Medical Centre Campus</td>
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## Purpose of role

The role holder will provide a range of technical support activities on the detection of autoantibodies recognising tumour-associated antigens for early detection of different types of solid tumours through protein array development. The work is part of a project funded by CEAC and led by Professor of Surgery.

## Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
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<tr>
<th>% time per year</th>
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| 1 | To perform routine testing with minimal direct supervision for research projects, and commercial clients, ensuring that the work is consistently completed to a high standard, within required deadlines whilst staying responsive to changing priorities. | 55% |
| 2 | Ensure compliance with relevant health and safety regulations, including carrying out safety risk assessments. 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. | 10% |
| 3 | To monitor and maintain stocks levels/stores of basic equipment and supplies ensuring that equipment, consumables and work areas are ready to use as and when required | 10% |
| 4 | To conduct under supervision the preparation/testing of materials and the interpretation of data/test results, presenting findings accurately. | 10% |
| 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. | 15% |
- Contribute towards technical team meetings and/or research project meetings, as required and have involvement in the development, testing, and construction of new equipment and/or techniques.
- To carry out other technical research support tasks as directed by the role-holders line manager
- Any other duties appropriate to the grade and role
## Person specification

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<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Skills</strong></td>
<td>▪ Excellent oral and written communication skills, including the ability to communicate information with clarity.</td>
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<td></td>
<td>▪ Good IT literacy skills.</td>
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<td></td>
<td>▪ Problem solving skills.</td>
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<tr>
<td><strong>Knowledge and experience</strong></td>
<td>▪ Previous relevant laboratory experience, with the ability to undertake a range of technical support activities e.g. Microarray, ELISA, Western blotting with minimal supervision.</td>
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<td>▪ A sound understanding of Health and Safety.</td>
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<td><strong>Qualifications, certification and training (relevant to role)</strong></td>
<td>▪ A minimum of two A-Levels in relevant subjects or equivalent vocational qualifications (NVQ, City &amp; Guild).</td>
<td>▪ Qualification in Cell Biology, Immunology, Biochemistry or related subject</td>
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<td></td>
<td>▪ Experience in protein microarray technologies using MicroGridII and nano plotter.</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our workforce and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**  Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.

**Taking ownership**  Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.

**Forward thinking**  Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.

**Professional pride**  Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.

**Always inclusive**  Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

This is a Smart Art diagram. Click on the boxes to enter the role holder’s job title, line manager’s job title and any direct reports (if applicable). If a role does not have any direct reports, remove this box by double clicking on it and pressing Delete.

**Please remove this paragraph of instructions before submitting the role profile**

Line manager

Role holder

Key stakeholder relationships

- Professor of Surgery
- Laboratory Technician
- Colleagues
- Assisting/Advising Students
- Students
Decision making

**Taken independently by the role holder**

- Responsible for the day-to-day operation and routine maintenance of laboratory equipment.
- Plans own work schedule to meet the research project demands.
- Immediately stopping unsafe acts
- Requesting staff, contractors or visitors to wear adequate safety equipment
- Advise on routine queries

**Taken in collaboration with others**

- Technical testing details and planning of specific jobs, sample numbers and generating worksheets.
- Requirements for purchasing of consumables/other resources.

**Referred to the appropriate line manager (please name) by the role holder**

- Refers to line manager the prioritising and scheduling of non-standard work.
- Resolves routine work problems, but refers more complex problems to senior managers.
- Financial issues.
- Staff issues that may affect the performance of the team.
- Issues, actions and priority on safety and non-conformance.
- Coaching / training.