



Job title	Technician (Research Support)	Job family and level	Technical Services Level 2
School/ Department	School of Veterinary Medicine and Science	Location	Sutton Bonington Campus

Purpose of role

Working in a busy research environment which carries out high impact research within the school of veterinary medicine and science. You will be supporting both research and teaching through the delivery of logistical and operational support within the team. As a member of the team your role will allow the safe and effective use of the laboratories. You will plan your own work schedule to meet demands for routine work.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Provision of Stores Service for the Department</p> <ul style="list-style-type: none"> ▪ Provides day-to-day service of the Stores ▪ Takes delivery of incoming goods, ensures incoming deliveries are accurately recorded and stored correctly. ▪ Fulfils internal requisitions, communicating with users on any items which are on back order ▪ Monitors levels of stocks/stores of basic equipment and supplies and ensures that equipment, consumables and work area are ready to use as required. ▪ Completes annual stock review, making recommendations for improvements to stock lines by identifying obsolete and low-usage lines. ▪ Provides advice to stores customers with regard to product usage. ▪ Monitors, maintains and operates glasswashers, sterilization equipment, gas supplies, liquid nitrogen and waste facilities. Identifies and rectifies problems with these facilities, liaising with external contractors as required. ▪ Makes recommendations to existing procedures to improve processes, liaising with senior staff as required. ▪ Work may involve some heavy goods lifting, manual handling course will be provided 	50%
2	<p>Maintenance of Research Laboratory Equipment and safe working Environment</p> <ul style="list-style-type: none"> ▪ Carry out daily, weekly checks to ensure facilities are ready and safe for use. ▪ Carry out regular laboratory temperature and stock checks. ▪ Processing of used glassware and clinical waste from laboratory wing by autoclaving or disposal via appropriate waste stream. Returning cleaned material and containers to the laboratory for reuse. 	30%

	<ul style="list-style-type: none"> ▪ Completes preventative maintenance on standard laboratory equipment including centrifuges, balances, and pH meters, identifying and resolving any issues, liaising with senior staff and external contractors as required. ▪ Assists students and/or staff in the preparation and use of equipment and techniques and advises on any specific aspects of work within own area ▪ Carry out scheduled safety checks and ensure the cleanliness of school vehicles. 	
3	<p>Provision of Media Kitchen Service for the Department</p> <ul style="list-style-type: none"> ▪ Preparation of extended range of media kitchen reagents, developing technical skills as required to accommodate new demands. ▪ Monitors usage to ensure preparation of and allocation of space for stock to suit demands. ▪ Completes quality control checks for media kitchen reagents and resolves issues arising. 	10%
4	<p>Provision of Support to Staff and Students</p> <ul style="list-style-type: none"> ▪ Provides guidance and support to team members and new staff in stores processes and basic equipment use. ▪ Assists staff and students in purchase and use of consumables. ▪ Movement of equipment, furniture and vehicles as required 	5 %
5	<ul style="list-style-type: none"> ▪ Any other duties appropriate to the grade and role 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Good manual dexterity ▪ Excellent oral and written communication skills. An ability to communicate effectively at all levels both internally and externally. Good interpersonal skills. ▪ Good customer service 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. ▪ Basic IT skills ▪ Ability to understand and address non-routine work ▪ Ability to lift and move objects some of which may be heavy as this role will involve storing and moving consumables and equipment. 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ A sound understanding of health and safety practice, including the COSHH regulations, and manual handling. ▪ Previous experience in stores or customer service-based environments. ▪ Enthusiastic and willing to learn new things 	<ul style="list-style-type: none"> ▪ Basic scientific understanding ▪ Previous experience in a laboratory setting ▪ Knowledge of the carriage of dangerous goods by road. ▪ Competent in the use of Agresso
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ A minimum of two A-levels in relevant subjects, or equivalent vocational qualifications (NVQ, City and Guild) plus some experience in a relevant technical/scientific role OR, considerable work experience in a relevant technical/scientific role ▪ Full driving license unless disability precludes this ▪ Willing to attend training courses appropriate to the role 	



As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those whose protected characteristics under the Equality Act 2010, are not well-represented in our current staff body.

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



