



Job title	Teaching Support Technician	Job family and level	Technical Services Level 1
School/ Department	Life Sciences	Location	Medical School, QMC

Purpose of role

To deliver timely and high quality technical support across two key teaching areas: a designated research focused teaching laboratory and the Multi Disciplinary Laboratories (MDL's), both within the Medical School for the School of Life Sciences. The role holder will be responsible for the general upkeep and housekeeping of the areas as well as the maintenance of equipment. The role holder will work within teams to support the set up and smooth running of practical classes within the school.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Maintenance of equipment & housekeeping <ul style="list-style-type: none">▪ To maintain a clean environment and a high standard of housekeeping within the teaching laboratory areas, identify problems or difficulties and follow local escalation procedures.▪ To ensure work areas are ready to use as and when required.▪ To use and maintain general laboratory equipment including washing machines, dishwashers and autoclaves, and any other equipment appropriate to the role.▪ To dispose of teaching lab waste and veterinary waste through the correct procedures.▪ Monitor and maintain stock levels of basic equipment and supplies, alerting senior technical staff of any shortages. Collecting consumables and chemicals from Medical School Stores as required.▪ To defrost freezers as required.	35%
2	Teaching support and preparation <ul style="list-style-type: none">▪ To assist with setting up practical classes, including moving kit and equipment as instructed.	25%

	<ul style="list-style-type: none"> ▪ To assist, guide and support users of the laboratory areas whilst setting up and taking down of equipment used during teaching practical classes. ▪ To assist colleagues throughout teaching sessions and provide support as required, with emphasis on working to set time limits 	
3	Specific teaching support <ul style="list-style-type: none"> ▪ To prepare solutions and set up ice boxes for tissue collections. ▪ To set up, monitor and maintain 4- channel tissue baths. ▪ To monitor, drain and flush running circulator systems. ▪ Upon request, support in the dissection of animal tissue. ▪ To monitor and change compressed gas cylinders as required. ▪ To occasionally drive the School van to collect various samples from external suppliers, including animal tissues from local abattoirs, and sorting such tissue into receptacles at the abattoir site. Delivering organs and tissues to research groups within the School. 	25%
4	Health & Safety <ul style="list-style-type: none"> ▪ 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. ▪ Maintain a safe work environment through routine testing to time and quality requirements, check status of equipment, notify and escalate any issues to senior technical staff. 	5%
5	Communication <ul style="list-style-type: none"> ▪ Communicate effectively information/instructions to other technical staff, academic staff and students. ▪ Maintain accurate data records. 	5%
7	Any other duties appropriate to the grade and role	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Good oral and written communication skills, including the ability to communicate information with clarity. ▪ Good manual dexterity ▪ Good time management skills with a methodical approach to work in order to achieve work deadlines. ▪ Ability to lift and move objects as this role will involve moving full boxes, gas cylinders and other laboratory items of a reasonable weight. ▪ Ability to work accurately in order to maintain high standards, with the ability to work effectively under pressure. 	<ul style="list-style-type: none"> ▪ Previous experience working with animal tissues.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Previous work experience in a relevant role. ▪ Understanding of good laboratory practice; use of general lab equipment including washing machines. ▪ Basic understanding of Health and Safety regulations and procedures. 	<ul style="list-style-type: none"> ▪ Previous relevant laboratory experience, with the ability to undertake a range of technical support activities.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Minimum of a good standard of education evidenced by up to five GCSEs (grade C and above) or equivalent, demonstrating numeracy and literacy, with potential for further study where appropriate. 	
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Full current driving licence required to move consumables and equipment 	



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 work force 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

