



Job title	Curation Assistant	Job family and level	Technical Services Level 2
School/ Department	School of Biosciences. Plant and Crop Sciences Division	Location	Plant Sciences Building. Sutton Bonington campus

Purpose of role

Insert brief paragraph describing purpose of role here (100 words recommended maximum).

	Main responsibilities	% time per year
1	Maintenance of seed collections <ul style="list-style-type: none"> Preparing, planting, staking, labelling, feeding, watering and checking all quality control tasks associated with these 	35%
2	<ul style="list-style-type: none"> Preparation of seed lines for distribution Administration of seed lines and seed orders using stock centre database Locate, aliquot, label, pack, despatch orders to customers Track and respond to customer queries 	30%
3	Harvesting and characterisation of seed stocks for long-term storage <ul style="list-style-type: none"> Cataloguing and storage of new stocks 48-72hrs after harvesting Sending stock data to colleagues at Ohio State University prior to harvest aliquots being dispatched 	25%
4	Recording and maintenance of data <ul style="list-style-type: none"> Review and editing of curation SOPs 	10%

Person specification

	Essential	Desirable
Skills	<p>Evidence of verbal and written communication skills</p> <p>Must be proficient with Office (especially Word and Excel tables)</p> <p>Proven track record in the use of filing and storage systems</p>	<p>Evidence of science-based experience with plant phenotypes</p> <p>Evidence of ability in critical thought and analysis</p>
Knowledge and experience	<p>Experience of working in a glasshouse or laboratory environment</p> <p>Experience of stock-keeping/filing</p>	<p>Experience with plants in a production environment</p> <p>Experience of assisting with the creation of SOPs</p>
Qualifications, certification and training (relevant to role)	<p>Two A-Levels in relevant subjects (to include chemistry), or equivalent vocational qualifications (NVQ City & Guild) plus some relevant technical/scientific experience</p> <p>OR</p> <p>Considerable work experience in a relevant technical or scientific role</p>	<p>Familiarity with plant husbandry especially Arabidopsis</p> <p>Experience with databases</p>



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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

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****



