



Job title	Senior Teaching Technician	Job family and level	Technical Services Level 3
School/ Department	School of Life Sciences	Location	Medical School Building

Purpose of role

The purpose of this role is to provide specialist technical support to undergraduate and MSc laboratory practical classes. In working with senior technical and academic colleagues, to plan and oversee the day-to-day running of a large laboratory, preparing set ups and allocating resources as required. The role is to provide specialist in depth technical skills in Pharmacology, whilst also supporting other disciplines such as Pharmacy, Medicine, Drug Discovery, Neuroscience, Biomedical Science and Biochemistry, providing technical supervision/training in the use of equipment and techniques to staff/students to ensure objectives are met.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Teaching support and preparation - To work within the Medical School technical teaching team to support the operation of undergraduate and MSc teaching within the School's laboratories. - To oversee and support the day-to-day technical running of laboratories, principally but not exclusively E34, providing technical supervision to ensure work objectives and standards are met. - To maintain the function of laboratory these laboratories by arranging the equipment and ensuring the specification of the apparatus set up is as required, regularly monitoring all equipment to ensure all items remain functional. - To support practical work where tissue culture is required. - To support teaching in the MDLs with the set-up of complex apparatus, making and samples, reagents, buffers and media as required. - Ensuring work is consistently completed to a high standard, within required deadlines whilst staying responsive to changing priorities. Monitor standards in own work area. - To provide support to academics and to Senior Technical colleagues by the preparation/testing of materials and equipment necessary for all classes. - To provide technical support to the students and class leaders as required.	50%

2	Technical knowledge and support ▪ To work directly with technical colleagues, assist in carrying out set tasks when directed. Support and plan practical classes. ▪ Help, develop, construct and test new equipment and/or techniques, working with and supporting academic staff. ▪ Provide guidance and support to junior colleagues through on the job training/ coaching in own area. ▪ Communicate effectively at all times, direct any escalating problems or conflicts to a more senior member of staff.	10%
3	Health and safety ▪ Ensure students and new researchers are trained in techniques and the safe and effective use of equipment to ensure compliance with relevant health and safety regulations, including carrying out safety risk assessments. ▪ Ensure each practical has all the updated H&S documents required. ▪ Ensure internal H&S audits are completed and paperwork is correctly stored. ▪ Diagnose and rectify faults with equipment and procedures, ensuring all H&S processes are followed. ▪ Complete monthly housekeeping checks.	15%
4	Technical skills ▪ To support tissue dissections for practical teaching and undergraduate research projects. ▪ To support and advise on biochemical assays in support of tissue culture activities. ▪ Contribute to the development of new or improved methods/techniques. ▪ Undertake further training to develop skills and techniques based in specialist areas to support practical class development.	10%
5	Housekeeping ▪ Maintain clean and tidy laboratories, removing waste, cleaning/clearing and disinfecting work surfaces. ▪ To clean and maintain tissue baths through regular filling and testing. For other equipment, as required, perform basic calibrations and maintenance. Take action and notify senior staff/ engineers for any faults. ▪ Monitor and maintain stock levels of basic equipment and consumables, ordering as required. ▪ Use of automated dishwashers for all used glassware and plasticware ▪ PAT testing support, as required.	10%
6	▪ Any other duties appropriate to the role and level.	5%

Person specification

	Essential	Desirable
Skills	▪ Skills in a range of disciplines but with emphasis on Pharmacology and organ bath experiments, and biochemical assays with tissue culture activities. With experience additionally in Biomedical and Microbiology techniques. ▪ Tissue dissection. ▪ Analytical, interpretation and problem-solving skills. ▪ Oral and written communication skills, including the ability to communicate with clarity on complex information. ▪ Customer relation skills. ▪ Ability to work accurately with good organisational skills in order to maintain high standards, with the ability to work effectively under pressure. ▪ Ability to build relationships and collaborate with others internally and externally. ▪	▪ Proven ability to learn new techniques and procedures quickly ▪
Knowledge and experience	▪ A good level of experience working in a teaching laboratory environment. ▪ Proven experience in the use and maintenance of organ baths, and other relevant techniques and equipment. ▪ Experience in the preparation of buffers, medias, solutions, stains and reagents. ▪ Experience and knowledge in the handling and use of hazardous chemicals and biological materials, the safe storage and correct disposal of both. ▪ Working knowledge of Microsoft Office tools and other basic IT and audio-visual related kit/ software. ▪ Knowledge and implementation of COSHH, risk assessments and standard operating procedures. ▪ Ability to lift and move objects as this role will involve storing and moving consumables and equipment.	▪ Knowledge and experience of techniques including light microscopy, spectrophotometry, gel electrophoresis, enzyme digests, plasmid purification, ligation, transformation and PCR.

Qualifications, certification and training (relevant to role)	Minimum of HNC in relevant subject, or equivalent qualifications plus some work experience in relevant role, or Previous work experience in relevant role	Additional qualifications in laboratory skills e.g. Health and Safety
Statutory, legal or special requirements	Occasional late/early working, outside of normal working hours may be required as class requirements	



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****



