



<b>Job title</b>	Technician	<b>Job family and level</b>	Technical Services Level 2
<b>School/ Department</b>	School of Medicine	<b>Location</b>	The East Midlands Campuses of the University of Nottingham

## Purpose of role

The purpose of the role will be to deliver timely and high-quality technical support within the School of Medicine. The role holder will provide a range of technical support activities for multiple research projects in childhood brain tumours. These include general laboratory duties and support for research by carrying out routine experimental procedures and assisting in interpretation of results. The appointee must be fully conversant with the Human Tissue Act and have experience in the processing and sectioning of human samples.

The School of Medicine recognises the importance of continuous professional development and therefore, the importance of providing opportunities, structured support and encouragement to engage in professional development each year.

To find out more about the School of Medicine, its values, vision, teaching and research, please see our [further information leaflet](#).

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>General and Laboratory Assistance</b></p> <ul style="list-style-type: none"> <li>▪ To provide general assistance, with minimal direction, preparing and carrying out activities in the different associated areas, which may include using equipment, working within established procedures with minimal direct supervision.</li> <li>▪ To preform routine experiences and testing, working within established procedures with minimal direct supervision.</li> <li>▪ Assist individuals carrying out projects, ensuring that the work is consistently completed to a high standard, within required deadlines.</li> <li>▪ To maintain equipment to a high standard including basic calibrations if required.</li> <li>▪ To monitor and report on stock levels and supplies ensuring that appropriate consumables are available as required.</li> <li>▪ Support students and staff conducting activities in the laboratory. This may include providing guidance and support to colleagues through on-the-job training in the use of equipment and techniques.</li> <li>▪ Preparatory tasks supporting research include, but are not limited to: <ul style="list-style-type: none"> <li>▪ Sectioning of tumour tissues (FFPE, Frozen material)</li> </ul> </li> </ul>	80%

	<ul style="list-style-type: none"> <li>▪ Basic Haematoxylin and Eosin (H&amp;E) staining</li> <li>▪ Tissue Microarray construction</li> <li>▪ Auditing and organising of HTA tissue collection</li> <li>▪ Uploading sample information into HTA Achiever database</li> <li>▪ Extraction of nucleic acids from tissue/biofluid samples</li> <li>▪ Scanning of stained slides</li> <li>▪ Effectively communicate information to staff, students, suppliers and contractors</li> <li>▪ Maintain accurate data records</li> <li>▪ Plan and prioritise work accordingly</li> <li>▪ Escalate problems, conflicts or issues to relevant senior colleagues</li> </ul>	
2	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>▪ Follow School of Medicine local safety arrangements in the performance of duties and follow local escalation procedures for any health and safety considerations</li> <li>▪ Assess the risks of the planned activity and preform the tasks having acted to secure the safety of yourself and others</li> <li>▪ Maintain a safe working environment by carrying out general housekeeping checks and other Health &amp; Safety processes, ensuring finds are acted upon or related to technical services managers</li> <li>▪ Drafting, organising and maintaining COSHH, Risk Assessments and Biological Risk Assessments for the research team.</li> <li>▪ Monitor and perform maintenance of equipment, including -80oC freezers.</li> </ul>	20%
3	Any other duties appropriate to the grade and level of the role	N/A

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills</li> <li>▪ Analytical ability to be able to interpret testing requests</li> <li>▪ Good IT skills</li> <li>▪ Problem solving skills</li> <li>▪ Good customer relation skills</li> <li>▪ Ability to work accurately to maintain high standards, with the ability to work effectively under pressure</li> <li>▪ Ability to adopt a methodical approach to work to achieve work deadlines</li> <li>▪ Ability to lift and move objects as this role will involve storing and moving consumables and equipment</li> <li>▪ Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Developing technical skills in relevant area</li> <li>▪ Ability to deal with change</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Understanding and experience of the Human Tissue Act.</li> <li>▪ Understanding of Health and Safety regulations (COSHH, SOP, RA and BARA and implications of non-compliance of other staff</li> <li>▪ Previous relevant laboratory experience, with the ability to undertake a range of technical support activities with minimal supervision, including:               <ul style="list-style-type: none"> <li>- Sectioning of tissues</li> <li>- Nucleic acid extractions</li> <li>- H&amp;E staining</li> </ul> </li> <li>▪ Knowledge of quality standards.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of immunohistochemistry testing methods</li> <li>▪ Practical appreciation and experience of hazards and risk</li> <li>▪ Experience with TMA construction</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ A Levels in relevant subjects or equivalent vocational qualifications (NVQ, City &amp; Guild), plus some experience in a relevant technical/scientific role. Or Previous work experience in a relevant technical/scientific role.</li> </ul>	
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>▪ Willingness to adopt the <u>vision and values</u> of the School of Medicine.</li> <li>▪ Adopting and delivering to the School of Medicine's Professional</li> </ul>	

	Services Service Excellence Standards.	
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## 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



