

Job Description

Position / Job Title:	Technical Officer in Biosciences
Ref:	198
Location/Building:	Christchurch House
Faculty/Professional Service:	Faculty of Science & Technology
Group/Section:	Life and Environmental Sciences
Normal hours per week:	37 (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	4
Accountable to:	Deputy Head of Life and Environmental Sciences

Job Purpose

To support the Faculty's education, research and knowledge exchange activities through the provision technical assistance for staff and students.

Main Responsibilities

1. Carrying out the routine cleaning and maintenance of laboratories and equipment to ensure a safe and high-quality workspace for students and staff.
2. Support the work carried out in the laboratory and field through equipment maintenance, preparation of materials and resetting of laboratory equipment between sessions. Applicant will be timetabled to assist certain sessions in terms of preparation.
3. Monitoring laboratory supplies and waste, to ensure timely replenishment of stocks and waste disposal, liaising with other staff where needed.
4. Ensuring that all work is carried out in a safe manner and that it conforms to COSHH and other relevant procedures and regulations.
5. To support the demonstration of skills to students during practical and field classes with a full and clear knowledge of the procedures, science and applications of techniques employed.
6. To provide support and training to dissertation and research students in general laboratory and analytical procedures.
7. To support other members of the technical team as required.
8. To develop and enhance existing personal professional profile through the attendance of training courses, conferences and other appropriate staff development opportunities.
9. Undertake any other duties from time to time as directed by the Head of Department.

Organisation Chart

Executive Dean of Faculty- Head of Department of Life and Environmental Sciences – Deputy Heads of Department Life and Environmental Sciences - Technical Service Staff

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

October 2024



Person Specification

Position / Job Title: Technician in Biosciences	Position No: POSN106733
Faculty / Service: Faculty of Science & Technology	Date: October 2024
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Educated to at least degree level or equivalent	E
Experience of relevant field and or lab equipment	E
Experience of liaising with other staff at all levels	E
Experience of reagent preparation	E
Computer literate	E
Experience of working with human tissues or handling organisms	D
Field survey skills	D
Experience working on relevant lab or field projects	D
Skills	
Excellent interpersonal skills	E
Ability to organise, managing time and resources	E
Proactive and ability to work alone using own initiative	E
Methodical worker	E
Ability to maintain reports and records where needed	E
Attributes	
Ability to proactively manage priorities	E
Ability to work to deadlines	E
Attention to detail	E
Quick learner	E
Adaptable approach and ability to work in a team	E
Reliable and dependable	E
Tact and diplomacy	E
Ability to use assertiveness as appropriate	E
A life learner, who enjoys learning and new experiences	E