



University of
Central Lancashire
UCLan

Candidate Pack

Senior Technician Biological Sciences

Where opportunity
creates success

Our Strategic Plan

The University of Central Lancashire is the international, multi-campus university tracing its roots back to 1828 and leading the way in modern learning today.

Our Vision

We transform lives by delivering an outstanding educational experience, creating prosperity and opportunity in the communities we serve.

Our Strategy

Our strategy is founded on six priorities for the next seven years, taking us up to our 200-year anniversary, in 2028.

Priority 1 - Student Opportunity and Success

Priority 2 - Leading the Way in Modern Learning

Priority 3 - Our People Experience

Priority 4 - Real-world Research and Innovation

Priority 5 - Our Place in the World

Priority 6 - Future-proofing our University

[Find out more](#)



University Key Facts

The University has a staff and student community approaching 38,000 people.

At the heart of our campus development plans is the creation of a c.£60 million student centre and new square.

We are the largest university in Lancashire and the third largest in the North West.

We received silver status in the first ever TEF assessment.

We ranked top in the north and fourth nationally for the number of graduate start-up businesses created - Higher Education Statistics Agency (HESA).

The Centre for World University Rankings 2021-22 (CWUR) has placed UCLan in the top 7% of universities worldwide.

Fashion is ranked 1st in the North West and 2nd overall in the UK. Drama and Dance is ranked 1st in the UK. (The Guardian League Table 2021).

The University of Central Lancashire (UCLan) has come top of a national wellbeing league table - 2020 Student Welfare League Table.

To find out more about UCLan, visit uclan.ac.uk

What UCLan can offer you

A welcoming and inclusive environment.

A full-time annual holiday entitlement of 30 days (Professional Services staff) or 35 days (Academic Staff), in addition 8 statutory public holidays and 4 discretionary University days.

All employees have access to a pension scheme.

Range of travel discounts, including CycleScheme and rail tickets.

Access to UCLan's Ofsted regulated pre-school and nursery, to help with childcare.

Access to UCLan's Sir Tom Finney Sports Centre with competitive membership packages.

Staff network groups, promoting equality and diversity.

Training and development opportunities.

Multi Faith Centre.

Group Life Assurance.

[Find out more](#)

Hear what some of our current staff have to say about working at UCLan – visit uclan.ac.uk/work

Establishing our working culture

The UCLan Values define a framework for the decisions, action and behaviour and they are a promise to people about how they will be treated. These are currently being embedded into the recruitment of new staff, appraisals, promotion and reward, and have been defined as:

The UCLan Values

Achieving Together

We achieve our ambitions through teamwork and collaboration.

Being Proud

We take responsibility and professional pride in the quality of our work.

Creating Opportunity

We proactively create and seize every opportunity to flourish in education, at work and for life.

Supporting All

Everyone matters. We show support, respect and compassion to our students, colleagues and communities.

Senior Technician Biological Sciences - Learning and Information Services - Grade F

Job Description

Purpose

To lead in the provision of technical support for students and staff in clinical skills facilities.

Duties

1. To be the technical lead and primary contact for the coordination and running of one or more laboratory, anatomy, and clinical skills facilities, ensuring effective and efficient use of resources in designated areas.
2. To coordinate the preparation, setting out, clearing, and cleaning of equipment and laboratory, anatomy, and clinical skills resources for use by students and staff.
3. To provide help, support, guidance and advice, for example through demonstrations or inductions to staff and/or students in a group or individually, on the use of equipment and the skills, techniques and procedures associated with the practical use of laboratory resources.
4. To supervise individual or groups of students in laboratory and practical sessions as required.
5. To be responsible for fault reporting, maintenance and development of equipment and facilities, including daily checks, ensuring they are maintained in a safe, clean, secure, and tidy condition.
6. To supervise technical staff as required by the Technical Manager.
7. To liaise with academic and service staff to monitor and develop the service in line with academic requirements and University objectives.
8. To coordinate and undertake installations, maintenance, and re/configuration of equipment and/or relevant software, including the introduction of new technologies, procedures, and practices.
9. To coordinate stock checks and inventory management activities in line with University procedures including administrative tasks relating to the procurement and disposal of inventory assets.
10. To generate reports for internal committees, annual reviews and any relevant inspections from external bodies or agencies.
11. To ensure appropriate records and logs are kept, by implementing Health, Safety and waste disposal procedures according to University guidelines. To advise the relevant line manager or named responsible individual of any risks to or breaches of these procedures.
12. To assist with and carry out Health and Safety risk assessments for laboratory facilities as required.
13. To assist staff and students undertaking research, exhibitions and Knowledge Transfer/income generating activities.
14. To work on, and provide leadership to, specific technical projects as the business requires.
15. To demonstrate and provide a consistently high level of customer service to staff and students.

16. To demonstrate flexibility and commitment to the University and LIS mission statements, policies and development plans.
17. Staff may be required, from time to time and on an ad hoc basis, to work additional hours and/or hours outside of their normal working pattern to meet the needs of the business.
18. To carry out other such duties as may reasonably be associated with the grade and a role of this nature.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of preparing, supporting, and clearing away Biology and Clinical skills environments ideally in a Further or Higher Education environment (Application/ Interview).
- Experience of delivering Biological Sciences and clinical skills techniques in a customer facing technical support role to all levels (Application/ Interview).
- Recent demonstratable experience of managing and training staff (Application/ Interview).
- Experience of instruction to all levels and demonstration of biological sciences and clinical skills equipment (Application/ Interview).
- Experience of carrying out risk assessments and other relevant Health & Safety processes and policies whilst adhering to Health & Safety procedures with respect to the work environment. Ability to work safely at all times (Application/ Interview).
- Educated to degree level in a Science subject or equivalent experiential learning in a related discipline (Application).
- Excellent written and verbal communication and customer service skills (Application/ Interview).
- Proven ability to work independently and as part of a team, demonstrating leadership and fostering strong team dynamics (Application/ Interview).
- Effective planning, prioritisation, and organisation of workloads under conflicting demands and tight deadlines (Application/ Interview).
- IT literate with experience using relevant PC systems and software (Application/ Interview).
- Ability to plan, prioritise and organise own workload and that of others with conflicting demands and tight deadlines (Application/ Interview).
- Proactive, solution-focused approach to liaising and coordinating with customers and colleagues. (Application/ Interview).
- Physically capable of manual handling of varying weights and sizes and willing to travel to different sites. (Application/ Interview).
- Strong attention to detail, quality of work, and awareness of confidentiality. (Application/Interview).

- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Supporting all, Creating Opportunity and Being Proud as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Professional registration with a recognised Science-related organisation (Application).
- Relevant Health & Safety qualifications (Application).
- Ability to adapt to changing work environment and new technologies (Application/Interview).
- Proven commitment to delivering deadlines (Application/Interview).



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