

Senior Technician - Microbiology - Learning & Information Services – Grade F

Job Description

Purpose

To lead in the provision of technical support for students and staff in our Microbiology laboratory facilities and our Human Tissue bank as required.

Duties

1. To be a technical lead and primary contact for the coordination and running of one of more laboratories and Human Tissue bank ensuring effective and efficient use of resources in designated areas.
2. To co-ordinate in the preparation, setting out, clearing, and cleaning of equipment, laboratories as required for used 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 Officer/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

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Recent hands-on experience in preparing, supporting, and clearing Microbiology environments, complemented by a solid background in customer-facing technical support roles (Application/Interview).
- Proven recent experience of supervising and training staff (Application/Interview).
- Experienced in instructing users at various levels and demonstrating technical laboratory equipment, with proven competence in operating and supporting equipment and instrumentation within a Microbiology facility (Application/Interview).
- Proven expertise in conducting risk assessments and implementing Health & Safety processes and policies. Comprehensive understanding of workplace Health & Safety procedures, with a consistent commitment to maintaining safe working practices at all times (Application/Interview).
- Educated to Undergraduate Degree level in Microbiology or equivalent experiential learning in a Microbiology industry (Application).
- Excellent customer service and communication skills both written and verbal (Application/Interview).
- Strong attention to detail and commitment to maintaining high-quality work for both self and team, coupled with the ability to collaborate and contribute effectively as a team member (Application/Interview).
- Ability to work with initiative and independently, to set priorities and to work co-operatively within a diverse team (Application/Interview).
- Demonstrable IT literacy and knowledge/experience of relevant PC systems software and support (Application/Interview).
- Demonstrated ability to plan, prioritize, and organize both personal and team workloads effectively, even when faced with conflicting demands and tight deadlines, alongside the capacity to liaise with and coordinate activities of customers and colleagues (Application/Interview).
- Ability to provide manual handling to varying weights and sizes (Application/Interview).
- Awareness and understanding of confidentiality (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving together, Being proud, Supporting all, Creating Opportunity as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of working in a Further or Higher Education environment (Application/Interview).
- Considerable knowledge of handling and working with Human Tissue samples and their legal requirements (Application/Interview).
- Professional registration with a recognised science organisation and or relevant Health & Safety qualifications (Application).