



Job Title: Technician

Grade: 3

Salary: £22,393 to £23,050 per annum, pro rata if part-time

Department: Central Technical Services (CTS)

Hours/Contract: Full-time, or job share considered, Permanent

Job Family: Technical and Experimental

Reference: 10577

Role Purpose

To provide technical assistance in support of services offered by the Central Technical Services. Working as part of a team to ensure all service is delivered to an agreed standard to all staff and students of the main site College Departments.

Resources Managed

Managed by team:

Operation of autoclaves in the facility (9 x, total value of £500k)

Operation of glassware washing machines (9 x, total value of £75k)

Maintenance of all teaching laboratories, specialist & preparation rooms and kitchen facility

Provide support for the staff and students of all departments using the facility

Provide support for the 1000+ undergraduate and postgraduate students taught on the various practical programmes on site

Main Duties and Responsibilities

Research and Teaching support:

- Provide a delivery service of goods received into the facility.

Goods receipt on SAP finance system of all goods received into facility. Maintain an accurate record of goods received into the facility, ensure appropriate relevant signatures are obtained and keep track of all paperwork. Liaise with Departmental Purchasing Expert (DPE).

- Assist in providing a full autoclave service with reference to GMO (Genetically Modified organisms), including hazardous waste, plastics and media, to cater for demand in the smooth running of laboratories for research and teaching. Post-holder will be responsible for the associated record keeping for HSE (Health & Safety Executive) inspections.
- Provide a full glassware collection, washing up and sterilization service ensuring availability to staff and students.
- Prepare a plastics preparation service ensuring availability to staff and students

Teaching





- Ensure all equipment used for undergraduate & postgraduate teaching is in good working order includes maintaining, cleaning and repairing where necessary under instructions from line manager
- Check and prepare stocks and solutions for use in the research and teaching laboratories as required ensuring agreed stock levels are maintained, requires good working knowledge of the relevant Health & Safety procedures.
- Assist with undergraduate teaching modules, Open Days & outreach activities including preparation of materials, assist and advise students on the use of experimental equipment & reagents under the supervision of senior technical staff
- Ensure laboratories and equipment of the facility is cleaned and maintained regularly to the standard agree by the line manager.

Internal and External Relationships

- Contact with all levels of laboratory staff to assess requirements for teaching and research associated with areas of responsibilities. (Daily)
- Contact with technical staff team within the CTS. (Daily)
- Contact with technical staff in other departments to co-ordinate kitchen and teaching activities. (Weekly)
- Contact with students. (Weekly)
- Contact with line manager. (Weekly)
- Contact with drivers, couriers and departmental staff regarding delivery. (Daily)
- Contact with visitors for outreach activities, open days, etc. (as and when required)
- Contact with Estates and Safety Services (Weekly)

Planning and Organising

- Organisation of own time on a day to day basis for carrying out routine tasks.
- Plan tasks and priorities in conjunction with line manager.
- Co-ordinate with other members of the team to provide cover at all times for all the essential services offered by the facility.

Qualifications, Knowledge and Experience

Essential

- Prior technical work experience within a scientific service and teaching laboratory*
- NVQ 3 or equivalent*
- General education to A level standard; GCSE passes at grade C or above in English and Mathematics*
- Up to date good working knowledge and training of health and safety regulations*
- Good IT Skills with good working knowledge of Microsoft Office*
- Flexibility with working hours as there will be some out of hours work involving setting up and clearing up of practical classes*

Desirable





- Understanding of scientific/technical applications used in teaching

Skills, Abilities and Competencies

Essential

- Demonstrable effective exchange of work related information
- Good inter-personal skills
- Proven ability to work independently and as part of a team as well with contacts internal and external to the University*
- Flexible approach and quick response to working demands and customer needs as emphasis changes*
- Proven ability to pick up new skills*
- Assessment of problems and effective action to resolve them*
- Work effectively and efficiently with minimum supervision*
- Basis experience of SAP Finance system to process orders, goods receipt and approvals
- Capable of multitasking

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration (DO NOT DELETE) and Disclosure and Barring Service (DBS). (DELETE IF NOT REQUIRED)

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity





We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

