IPC Science Technician
International Pathway College (IPC)

Closing date: 2 April 2018
Interview date: 11 April 2018
Vacancy reference: 6525
INTRODUCTION

The International Pathway College seeks to appoint a science technician to run their new laboratories which will be used to teach across all three science disciplines (biology, chemistry and physics). You will work closely with the tutors of these subjects to ensure that their requirements for practical science are met and you will have responsibility for the day to day housekeeping of the laboratory including tasks such as preparing practical resources, clearing experiments and washing up. You will also carry out maintenance and safety checks within the laboratory and will keep records of these. You will report to the Science Lead, with whom you will liaise to order materials and to ensure that both the lab and its equipment meet statutory regulations. The science programmes will be presented twice during the academic year and will run for two or three terms. We currently have 25 students in the IPC’s science department but hope to grow these numbers significantly in future years.
Main purpose of the role

To provide technical support to the biology, chemistry and physics sessions within the International Pathway College.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Work independently, under the direction of senior staff members, to ensure that teaching sessions are properly resourced

- Prepare equipment and materials for use in experiments as required by teaching staff

- Fabricating simple experimental equipment (for example blocks of wood or bungs on strings)

- Plan and perform scientific procedures to meet the requirements of teaching staff

- Take responsibility for the management of the International Pathway College laboratories, and undertake the housekeeping, including cleaning laboratories, and washing up and putting away equipment

- Take responsibility for the purchasing of stock and supplies (including local purchases)

- Develop protocols, and standard operating procedures for the prep-room including risk assessment and ensuring that these are always followed.

- Develop maintenance schedules for the teaching laboratories and equipment and maintain accurate records of the completion of the tasks outlined in them.

- Maintain accurate and up-to-date inventories of equipment and supplies including COSHH records.

- Maintain safe storage of equipment and supplies in accordance with statutory regulations.

- Undertake any other reasonable requests from the manager, appropriate to the grade of the job.
# PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Minimum five GCSEs at grade C or above (including Maths and a science)</td>
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<td>At least two science A levels or equivalent</td>
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<td><strong>Knowledge</strong></td>
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<td>Knowledge of lab safety regulations and procedures, COSHH</td>
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<td>Awareness and understanding of general scientific laboratory procedures</td>
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<td>Good all round scientific background knowledge</td>
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<td><strong>Skills, abilities and competencies</strong></td>
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<td>Ability to perform scientific practical tasks to a consistently high standard</td>
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<td>Ability to communicate effectively with staff</td>
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<td>Consistent attention to detail</td>
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<td>Effective time management and efficient approach to multi-tasking</td>
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<td>Ability to deal with time pressure</td>
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<td>Willingness to work flexibly to meet the demands of the IPC</td>
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<td>Ability to use hand tools (e.g. drill, saw, soldering iron)</td>
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<td><strong>Experience</strong></td>
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<td>Experience of keeping concise and accurate records</td>
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<td>Experience of working in a laboratory</td>
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<td>Experience of preparing experiments for A-levels or a similar course.</td>
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<td>Experience of preparing experiments for more than one scientific discipline (biology, chemistry and physics)</td>
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<td>Experience of writing standard operating procedures for prep rooms</td>
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<td>Previous experience of taking charge of laboratory management</td>
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<td>Experience of carrying out risk assessment</td>
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<td>Proven ability to work independently</td>
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THE DEPARTMENT

The University of York International Pathway College (IPC), provides new routes for International students to access the transformational higher education programmes of the University of York. The IPC offers high quality programmes designed, academically led, taught and managed by the University.

Under the guidance of the Science Foundation Programme Leader, the role holder will be fundamental to the provision of excellent teaching and learning, providing a supportive and safe environment within which our international students can succeed. It is important that you are able to build successful and productive relationships with colleagues from a range of disciplines.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York
Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles – just a few of the many attractions.

But York isn’t just a great place to visit – it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment
York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools
Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location
York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire
The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6525
- Complete the online application form

You will need to submit your completed application by midnight (GMT) on 2 April 2018.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to ben.flowerdew@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835