Teaching Laboratory Technician

Department of Biology

Closing date: 12 June 2018
Interview date: 12 July 2018
Vacancy reference: 6702
INTRODUCTION

The Biology Teaching Laboratories support practical teaching across the whole spectrum of biology from molecular biology and biochemistry to ecology. The laboratories are housed in a modern, purpose built facility providing a wide variety of specialist equipment for all students studying biology related subjects. As well as general laboratory areas there is a designated cell culture laboratory, fluorescent microscopy suite, plant growth facilities and undergraduate project laboratory.

The Teaching Laboratories also have their own designated preparation areas for technical staff as well as autoclaving and glass washing facilities.

The Grade 3 technician will join the team of Teaching Laboratory technicians providing high quality scientific and technical support to all timetabled practical activities.
Main purpose of the role

The role holder will be part of the team responsible for the preparation of practical class requirements in the Biology Teaching Laboratories. This includes organisation and running of the Teaching Laboratory glass washing and autoclave facilities.

Key responsibilities

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

- Work under the direction of senior staff members, to achieve the team objectives
- Daily operation of the Teaching Laboratory glass washing facilities, including use of glass washing machines, storage and provision of glassware for all practical activities.
- Daily operation of the Teaching Laboratory autoclaving facilities, including use of autoclaves to provide sterile consumables, media, fluid and solid waste.
- Daily waste disposal. Collection of all waste from within the laboratory areas, safe transportation to disposal points. This will include items for recycling and refuse as well as specialist disposal following dept. guidelines.
- Ensuring general upkeep and tidiness of laboratories and preparation rooms, working within COSHH and Dept. safety guidelines.
- Assisting members of the teaching technical staff in the preparation of equipment and consumables for other practical classes and Outreach activities covering all areas of Biology.

- Tidy up following student practical sessions as and when required, washing and sterilising equipment where necessary and disposing of waste materials as required.
- Maintaining adequate stock levels of general consumables. Place orders using the Dept. electronic purchasing system. Collection of items from delivery point, transportation to laboratory areas. Organisation of storage of these items within the laboratory areas.
- Preparation of accurate records of practical requirements and schedules following the agreed format. Updating and amending as required.
- Undertake any other reasonable requests from the manager, appropriate to the grade of the job.
# PERSON SPECIFICATION

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Five GCSE’s or equivalent standard including Maths, English and Science at grade C or above</td>
<td>Essential</td>
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<td>NVQ in Laboratory and Associated Technical Activities or equivalent</td>
<td>Desirable</td>
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## Knowledge

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<tr>
<td>Knowledge of lab safety regulations and COSHH</td>
<td>Essential</td>
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<td>Awareness and understanding of general scientific laboratory procedures</td>
<td>Essential</td>
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<td>Working knowledge of computer software e.g. Excel and Word</td>
<td>Essential</td>
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<td>Working knowledge and understanding of theory behind basic biology</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>Familiar with use of standard laboratory equipment e.g. pH meters, centrifuges, balances, automatic pipettes</td>
<td>Essential</td>
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<td>Ability to perform practical tasks to a consistently high standard and with consistent attention to detail</td>
<td>Essential</td>
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<td>Ability to organise own workload and prioritise as required</td>
<td>Essential</td>
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<td>Ability to work to deadlines</td>
<td>Essential</td>
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<td>Preparation of accurate, clear and concise documentation</td>
<td>Essential</td>
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<td>Good customer service skills and the ability to communicate effectively with staff and students</td>
<td>Essential</td>
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<td>Able to follow detailed instructions</td>
<td>Essential</td>
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<td>Basic practical biology techniques e.g. preparing solutions &amp; media.</td>
<td>Desirable</td>
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<tr>
<td>Competent in the use of a variety of laboratory equipment</td>
<td>Desirable</td>
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### PERSON SPECIFICATION

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<th>Experience</th>
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<tr>
<td>Relevant practical experience gained within a laboratory environment</td>
<td>Essential</td>
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<td>Principles of autoclaving and practical experience of use of autoclaves</td>
<td>Essential</td>
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<td>Previous experience within a University science teaching laboratory</td>
<td>Desirable</td>
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<th>Personal attributes</th>
<th>Essential</th>
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<tr>
<td>Ability to work as part of a team as well as use own initiative</td>
<td>Essential</td>
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<td>Self motivated</td>
<td>Essential</td>
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<td>Good organiser</td>
<td>Essential</td>
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<td>Excellent interpersonal skills to deal effectively and efficiently with a variety of people</td>
<td>Essential</td>
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<td>Dependable and reliable</td>
<td>Essential</td>
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<td>Able to work flexible hours (if required)</td>
<td>Essential</td>
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<td>Willing to learn new techniques and procedures</td>
<td>Essential</td>
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THE DEPARTMENT

Our department welcomes staff and students from around the world. We celebrate excellence, breadth and diversity across the spectrum of modern biology.

Our research is focused around fundamental science research foci, which are Cell and Developmental Biology, Molecular and Cellular Medicine, Bioinformatics and Mathematical Biology, Infection and Immunity, Ecology and Evolution, Microbiology, Biochemistry and Biophysics and Plant Biology. The Department has successfully continued to establish state-of-the-art laboratory space and maximise our existing space and a new teaching building opened in Autumn 2016. In the 2014 Research Excellence Framework (REF) exercise, the Department of Biology was again placed in the top 10 in the UK. We are ranked 1st for impact outside academia - our research has had major influence on environmental policy, industry and health. This demonstrates our strengths across the biological sciences: from ecology to biochemistry, biotechnology and biomedical sciences. The Department of Biology covers the spectrum of contemporary biological sciences with no internal barriers, and collaboration internally and externally is strongly encouraged. Our Department comprises >70 academic and teaching staff, >100 research associates, >140 professional support staff (technical and administrative), 180 graduate students, and approximately 860 undergraduates. Several senior positions are funded by charities or industry.

Although we are a research-intensive department, our teaching is equally important, and the University holds a Silver Teaching Excellence Framework (TEF) award. Our teaching in the department consistently ranks highly which is reflected in our achievements in the National Student Survey (NSS). We are preparing for departmental TEF awards in 2020. Our aim is to maintain a collegiate atmosphere where academic practice encompasses equitably distributed research, teaching and administrative duties throughout the staff group. Our staff are enthusiastic about interacting with students and have a commitment to delivering high-quality teaching and developing and applying innovative and appropriate teaching techniques using material which creates interest, understanding and enthusiasm amongst students. Staff carry out on-going curriculum review, the review of module content and materials and contribute to the development of teaching and learning strategies.

We currently offer the following degrees within the Department:

- BSc/MBiol Biology
- BSc/MBiol Ecology
- BSc/MBiol Genetics
- MSc Biodiversity, Ecology and Ecosystems
- BSc/MBiochem Biochemistry
BSc/M Biol Molecular Cell Biology
BSc/M Biol Biotechnology and Microbiology
MSc Industrial Biotechnology
BSc/M BiomedSci Biomedical Science
MSc Molecular Medicine
MSc By Research
MPhil
PhD

In addition we run a prestigious BBSRC funded Doctoral Training Partnership (DTP) which brings together the very best molecular, chemical and cellular bioscience research across the White Rose Consortium of Universities (Leeds, Sheffield and York), which maps on to the research themes of the BBSRC. Students benefit from a regional PhD training programme that has interdisciplinary collaboration at its core. This enables students to develop a range of research skills in biological and biochemical areas as well as equip them with core mathematical, data analysis and generic professional skills that are necessary for bioscience research in the coming decades.

The Department of Biology operates a set of family-friendly policies and welcomes applications that are made on a part-time and job share basis. We will do our best to accommodate

THE DEPARTMENT
such requests where possible. Staff working patterns are flexible and a formal flexitime system is also in operation and the University has a nursery on site. We are proud to foster a supportive culture that helps staff and students reach their full potential and we embrace equality, diversity and inclusion as well as the values of the Athena SWAN Charter in all our departmental activities. Our philosophy is that poor working practices discriminate disproportionately against women whereas good practices support all. We have a Gold Athena SWAN award in recognition of our culture, ethos and activity.
THE UNIVERSITY

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 6702
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 12 June 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 Nicola Charlton (nicola.charlton@york.ac.uk) or Jen Dyson (jen.dyson@york.ac.uk)

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

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