Technician, Biology Infrastructure Team

**Department:** Biology/HYMS

**Hours of work:** Full Time, 37 hours a week

**Contract type:** Open

**Salary:** Grade 4, £23,487 – 26,341 per year
Introduction

A vacancy has arisen within the Infrastructure Team in the Department of Biology. The Infrastructure Team are part of the wider Biology technical support services teams: Infrastructure, Stores, Workshops, Horticulture and Teaching, who work together to provide services, facilities and technical support for the teaching and research carried out within the Biology Department.

As a department we strive to provide a working environment which allows all staff and students to contribute fully, to flourish and to excel. We aim to ensure that there is a supportive culture at all levels and across all staff groups. We promote good practice and a strong culture of equality in higher education and are proud of our Athena Swan Gold Award.

Further information can be found on our website: https://www.york.ac.uk/biology/

The department is committed to the development of technical staff and the University of York is a signatory of the Technician Commitment. A sector-wide initiative led by the Science Council, supported by the Gatsby Foundation to help address key challenges facing technical staff working in research. The Commitment aims to ensure visibility, recognition, career development and sustainability for technicians working in higher education and research across all disciplines.

Main purpose of the role

The post holder will be part of the biology infrastructure team that provides a centralised washing up and autoclaving service for the research groups within the Department. Under the direction of the H&Q blocks and the Centre of Skin Research Manager, the role holder will also be responsible for checking equipment stock level and ordering supplies as required. They will be involved with coordinating the servicing and maintenance of some of the H&Q blocks and Centre of Skin Research equipment and also problem-solving faults and repairs. They will help in the development of a new interdisciplinary Centre for Skin Research. They will also work as a team assisting with laboratory and office moves within the Department and the delivery and disposal of large pieces of equipment. They will carry out departmental maintenance and small job requests. They will assist the other technical support teams as and when required.

The post is part of a larger team of technical staff supporting the Department.

Key responsibilities

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

- Carry out routine tasks, often working from written/verbal instructions
  - Provide the H&Q Blocks and Centre of Skin Research autoclaving and glass washing service.
  - Daily checks and maintenance of the equipment, stock level and ordering supplies as required
  - Help in the day to day routine and communal laboratories duties for H&Q Blocks and the Centre of Skin Research.

- Under direction, perform technical services and procedures in accordance with the aims and objectives of the Infrastructure Team, raising any issues with senior staff.
  - Work from a job list, undertaking requests received via email to the team. For example, setting up a CO₂ regulator and pipework for an incubator
• Liaise with appropriate staff to ensure the work area and equipment are kept operational
  o To meet, escort and assist external contractors, service engineers and Estates Operations staff when visiting the department to work on centrally maintained equipment

• Operate basic scientific equipment
  o Large autoclaves, high speed centrifuges, pure water systems and gas cylinder regulators and systems

• Apply knowledge to solve routine problems and use initiative
  o To be the first line of response for issues with scientific equipment and advise on further action

• Work effectively with others, providing technical advice in relation to the work area and the techniques used, to staff and students, as required

• Contribute to the housekeeping of the work area, including the routine maintenance, repair and operation of equipment.
  o Carry out routine maintenance to the glass washers, autoclaves and high-speed centrifuges
  o Replace filters, UV lamps on pure water systems and regulators on gas exchange systems

• Understand, promote and apply relevant COSHH/risk assessment and departmental health and safety protocols ensuring procedures are followed at all times.
  o For example, the operation of lifting equipment, delivery of large pieces of scientific equipment or pressurised liquid nitrogen vessels
  o Waste disposal routes for laboratory and other hazardous waste

• Maintain accurate records of work undertaken, using appropriate IT software.

• Assist with general administrative tasks associated with the operation of the Infrastructure Team.
  o York E-Purchase system, the asset database

• Assist with purchasing including ordering and distributing goods.

• Provide local inductions, training and demonstrations of techniques and equipment skills and best practice to work area
  o Instruct students and researchers how to use the high-speed centrifuges and pressurised liquid nitrogen vessels

• To contribute and support change in the work area.

• To actively demonstrate a commitment to professional development by continuing to advance knowledge, understanding and competencies.
## Person specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A level, HNC, or equivalent experience</td>
<td>Essential</td>
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<tr>
<td>RSciTech / EngTech or willingness to work towards these or equivalent professional qualifications</td>
<td>Desirable</td>
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### Knowledge

| Relevant theoretical knowledge in a technical area | Essential |
| Knowledge of relevant safety regulations and procedure for example, COSHH and risk assessment | Essential |
| Awareness and understanding of the operation of a technical work area | Essential |

### Skills, abilities and competencies

| Ability to perform practical tasks to a consistently high standard with attention to detail | Essential |
| Manage own time, use initiative, work to deadlines, and seek advice where necessary | Essential |
| IT skills for a wide range of applications inc. Google Apps, Excel, Word | Essential |
| Ability to work on own initiative and as part of a team | Essential |
| Ability to operate standard equipment | Essential |
| Ability to write standard reports in own work area | Desirable |
| Ability to assess non-routine problems by suggesting solutions | Essential |

### Experience

| Theoretical and practical experience of carrying out relevant technical activities | Essential |

### Personal attributes

| Actively demonstrate commitment to professional development, advance knowledge, understanding & competencies | Essential |
| Dependable, reliable, and self-motivated | Essential |
| Good interpersonal skills and the ability to communicate effectively with staff & students | Essential |
| Maintain a positive, open attitude toward others, to value and support colleagues, to adapt to change quickly and easily and demonstrate personal resilience | Essential |