

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

**Human Biology Technician
EHA1574-0719**

Responsible to: Head of the Department of Biology

Accountable to: Pro Vice-Chancellor and Dean of the Faculty of Arts and Sciences

The Department of Biology is an established department with considerable investment in infrastructure, equipment and staffing. This appointment is to support a widening portfolio of courses and research. Ecological work has been the basis of previous teaching and research and the University has a strong reputation in this area. This has been augmented by degrees in Human Biology, Genetics, Plant Science and Biotechnology. The diverse areas of teaching have seen an attendant broadening of research interests with the department adding DNA techniques, cell biology and microbiology. Human biology including cell and tissue biology will comprise a significant part of the post. The department also has a responsibility to provide technical support for the Faculties of Health and Education for courses taught within the Biosciences building. The technician roles support these academic developments including becoming involved in research support.

Main Duties

1. Responsible for particular areas of teaching including human biology provision.
2. Maintain, operate and teach staff and students in the use of scientific equipment.
3. Undertake routine and complex research duties as directed by research active staff.
4. Collect and manage data for eventual scientific publication, ensuring meticulous record keeping of research activities.

5. Support of teaching by setting up equipment for practical classes and field courses; training and supervising undergraduate and postgraduate students in laboratory procedures, technical processes and equipment operation. This may fall outside the formal teaching timetable and may involve evening and weekend work.
6. Produce timely, accurate, clear and concise reports, user guides and standard operating procedure for students and staff.
7. Ensure clear, concise and accurate communication and training is given to all staff and students who will use the laboratories.
8. Attend training courses provided by the equipment suppliers and in turn pass on that knowledge by training new or existing laboratory staff. Hence have a commitment to staff development.
9. Support of staff research through undertaking laboratory analyses as part of research projects and providing technical field support. This may involve some periods away from home.
10. To drive University vehicles to support department research and teaching.
11. To ensure that laboratory equipment in the work environment is maintained in accordance with technical and health and safety procedures, diagnosing faults and repairing as necessary.
12. Ensure the maintenance of high standards of health and safety on the laboratory environment taking into consideration the business needs/operations. Provide advice and support in this area to staff and students.
13. Ensuring the laboratories are well stocked, clean and in a safe operational condition for staff and students.
14. Make a positive contribution to the student experience in relation to the work and development of the degree in general.
15. Keep up to date with latest development in laboratory equipment and procedures.
16. To work flexibly and ensure support for practical classes and fieldwork including residential courses.
17. To undertake any other duties as required by the Line Manager or a member of the Faculty Senior Management Team.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate training and development as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 4, Points 15-18
£21, 414 - £23,334 per annum, pro rata

Hours: 18.2 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Human Biology Technician EHA1574-0719

CRITERIA: Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/T/P)
Qualifications				
1.	Degree in Biology or a related discipline	*		A
2.	Valid driving licence		*	A
Experience and Knowledge				
3.	Experience of the day to day operations of a Biology laboratory	*		A
4.	Experience of managing a laboratory		*	A
5.	Experience of working in the HE Sector		*	A/I
6.	Experience of servicing and maintaining field and laboratory equipment		*	A/I
7.	Experience of working with/knowledge of human biology techniques	*		A/I
8.	Experience of working with cell and tissue laboratory procedures.	*		A
9.	Experience of health and safety procedures in a laboratory environment to ensure and improve safe working practice	*		A/I
10.	Knowledge of chemistry, specifically solution preparation		*	I
Abilities/Skills				
11.	Flexible attitude and interest in developing new experimental approaches and learn new techniques.	*		I
12.	Able to plan, organise and adapt day to day laboratory services and field equipment requirements, in response to changing demand patterns	*		A
13.	Excellent interpersonal skills and the ability to establish, develop and maintain professional and collegiate relationships with students, colleagues and stakeholders across the University and within the sector.	*		I

		Essential	Desirable	*Method of assessment (I/A/T/P)
14.	A high level of competence in the use of IT and its application including: Word, Excel, databases, search engines, email and mobile technology	*		A
15.	Able to work effectively in technical procedures on own initiative displaying flexibility, creativity, innovation and proactivity	*		A/I
16.	Able to work effectively as a team member	*		A/I
17.	Able to communicate complex technical procedures to staff, students and external partners	*		A/I
	Other			
18.	Willingness to travel to field sites and undertake data gathering, with possible short periods away from work	*		A/I

***Method of Assessment (I-Interview, A-Application, T-Test, P-Presentation)** Please note that applications will be assessed against the Person Specification using this criteria.