



Job Description and Person Specification

Summary

Job title:	Senior Biology Technician: discipline or building lead
Area:	Faculty of Arts and Sciences
Reference:	EHA2599-0725
Grade and Salary:	£31637- £34132 per annum, pro rata. Grade 6, Points 23 to 26
Contract Type:	Permanent
Hours:	Part Time (18.13 hours per week)
Location:	Campus based role. Ormskirk, Lancashire, L39 4QP
Accountable to:	Dr Anne Oxbrough, Head of Biology
Reporting to:	Dr Andrew Marriott, Head Technician

About the Department

The Department of Biology at Edge Hill University has 20 academic staff and nurtures the early career research of over 40 MRes, PhD, research assistants and postdoctoral fellows. The department delivers excellent teaching to over 600 undergraduate and MSc students across the fields of biological science including Biomedical Science, Biochemistry, Ecology and Conservation and Plant Science. Our 15 strong support staff team of technicians and administrators are fundamental to the delivery of teaching and research in the department.

The Department has seen significant investment in both teaching and research facilities in recent years; including the new £17m Life Science building which hosts three-stories of state-of-the-art research and teaching facilities, hence, this is an exciting time to join the department. The building will include fully equipped CL1 and CL2 laboratories and dedicated rooms for tissue culture, histology, biochemistry, PCR, flow cytometry and imaging. Other facilities include the £1.5 million Genetics and Microbiology TechHub Laboratory which hosts fully equipped molecular and CL1 and CL2 microbiological facilities, JOEL SEM/TEM imaging suite, insectaries, plant growth facilities, invertebrate ecology laboratory and chemical analysis lab. All our facilities are supported by a dedicated and expert team of technical staff.

About the Role

As a senior technician with responsibility for delivery of both research and teaching support in a discipline or building within the biology department you will lead a team of technical staff on a day-to-day basis to ensure that business needs are met. Working closely with the Head Technician, the role involves coordinating with other technical teams within the department but also with facilities users across the institution or externally. You will oversee and coordinate aspects of health and safety for your area, use of facilities, ensuring safe working practice. The role does not require on call responsibilities, however, out of office hours and/or unsociable hours support or advice (either on the phone or in person) may be required on occasion.

The role will include liaising with external stakeholders and provides an exciting opportunity to significantly develop a discipline (mammalian cell culture or the JOEL Imaging Centre for electron microscopy) as an external income stream.

You will also maintain, operate, and teach staff and students in scientific equipment, whilst also providing support in teaching and research in fieldwork which may include residential field trips. Support of teaching by setting up equipment for practical classes and field courses; training and supervising undergraduate and postgraduate students in highly specialised laboratory procedures, technical processes, and equipment operation. This may fall outside the formal teaching timetable and may involve evening and weekend work.

Duties and Responsibilities

1. Lead a team of technicians working within a discipline, building or other coherent area, as decided by the Head of Department, ensuring that team duties are planned effectively and carried out in a timely and safe manner.
2. Coordinate with colleagues across buildings, the Head Technician and Head of Department, to ensure effective and synchronous working practice across the department in both research and teaching.
3. Support the Head Technician in dealing with urgent and critical matters related to health and safety, equipment provision or events. This may include issues arising out of office hours, providing phone or in person expert advice and guidance to colleagues as appropriate.
4. Assist with accident investigations and attend faculty or institutional health and safety meetings on behalf of the Head Technician, where appropriate.
5. To provide efficient and accurate technical support to both prospective and current students and other external stakeholders, clients and partners, adhering to confidentiality at all times.
6. 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.
7. Maintain, operate, and teach staff and students in the use of highly specialised scientific equipment and procedures.
8. Use your expertise to advise colleagues on the most appropriate research methods, supporting with technical aspects of external grant applications, undertake routine and complex research duties as directed by research active staff.
9. Collect and manage data for eventual scientific publication, ensuring meticulous record keeping of research activities.

10. Support the Head technician in the production of timely, accurate, clear, and concise reports, user guides, and standard operating procedures, for students and staff.
11. Ensure clear, concise, and accurate communication and training is given to all staff and students who will use both class I and class II laboratories for teaching and research.
12. 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, including occasionally unsociable hours.
13. 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.
14. Ensure the maintenance of high standards of health and safety in the laboratory environment in both routine and emergency situations, taking into consideration the business needs/operations. Provide advice and support in this area to staff and students and complete the necessary risk assessments for activity within the laboratory.
15. Ensuring the laboratories are well stocked, clean and in a safe operational condition for staff and students.
16. Make a positive contribution to the student experience in relation to the work and development of degree programmes.
17. Engaging with and interpreting relevant scientific literature, keeping up to date with latest developments in the use and application of highly specialised laboratory equipment and procedures, and advising colleagues as appropriate.
18. To work flexibly and ensure support for timetabled practical classes and fieldwork including residential courses.
19. To undertake any other duties as required by the Line Manager or a member of the Department Management Team.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; demonstrate excellent customer care; undertake appropriate learning and development; actively participate in performance review; encourage equality, diversity and inclusion; respect confidentiality; act in a sustainable manner; and proactively consider accessibility.

Eligibility

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

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Degree in Biology or a related discipline	Essential	Application
Postgraduate qualification in Biology or a related discipline or equivalent knowledge and experience	Desirable	Application
First aid qualification	Desirable	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience of working in an HE Sector laboratory	Essential	Supporting Statement & Interview
Experience of ensuring laboratory Health and Safety	Essential	Supporting Statement & Interview
Experience of ensuring field work Health and Safety	Desirable	Supporting Statement & Interview
Knowledge and experience of more than one of the following disciplines Biochemistry, Biomedicine, Ecology, Plant Science, Genetics	Essential	Supporting Statement & Interview
Expertise in one or more of electron microscopy, mammalian cell culture	Essential	Supporting Statement & Interview
Experience of using one or more of the following techniques: flow cytometry, advanced light microscopy, cell culture, histology, insect rearing	Essential	Supporting Statement & Interview
Experience of servicing and maintaining biological laboratory equipment.	Essential	Supporting Statement & Interview
Experience of leading teams	Essential	Supporting Statement & Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to lead a team to complete tasks to a high standard and in a timely manner	Essential	Supporting Statement & Interview
Flexible attitude and interest in developing new experimental approaches and learn new techniques.	Essential	Supporting Statement & Interview
Able to plan, organise and adapt day to day services in response to changing demand patterns	Essential	Supporting Statement & Interview
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.	Essential	Supporting Statement & Interview
Able to work effectively on own initiative displaying flexibility, creativity, innovation, and proactivity	Essential	Supporting Statement & Interview
Willingness to travel to field sites and undertake data gathering, with possible short periods away from work, and out of office hours.	Essential	Interview
Willingness to be contacted out of office hours to provide phone or in person expert advice and guidance to colleagues.	Essential	Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Andrew Marriott, Biology Head Technician at Marriota@edgehill.ac.uk.

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.