

|  |  |
| --- | --- |
| **Job Title** | Interim Technical Assistant (Life Sciences) |
| **School / Service** | School of Health, Sport and Bioscience (HSB) |
| **Grade and Salary Range** | Starting from £33,661 per annum, inclusive of London Weighting |
| **Location and Hybrid working status** | Stratford Campus |
| **Reporting to** | Laboratory Manager, Head of Technical Resources, Head of Department, Dean or delegate |
| **Liaison with** | Laboratory Manager, Head of Technical Resources, staff and students |
| **Contract type** | Fixed term (12-months), full time |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**JOB PURPOSE**

To work as part of a small team performing a range of operational tasks, which support learning, teaching, research and enterprise activity. The role holder will provide essential laboratory support by preparing the laboratories in advance of practical classes and other events. They will clear and clean the laboratories appropriately afterwards, assisting with general maintenance of the laboratory space and equipment, whilst adhering to Health and Safety procedures and guidelines.

**KEY DUTIES AND RESPONSIBILITIES**

* Helping senior technical staff in setting up and clearing up after student-facing activities in the School Teaching Laboratories.
* On occasions preparing equipment and materials such as solutions and biological samples for student practical classes.
* Assisting with the requisitioning of items using the University Purchasing System as required, including collection and delivery of orders and troubleshooting lost or incorrectly delivered orders.
* Routine day-day maintenance of laboratory stocks and environments, for example:
  1. Keeping track of and maintaining stock levels (consumables, chemicals etc).
  2. Checking water and buffer levels and refilling as appropriate. Filling solvent and stock solution containers and checking media levels – re-ordering or remaking, with guidance, as appropriate.
  3. Sterilisation (by autoclave) of media and associated consumables (pipette tips etc).
  4. Arranging regular laundry of biological laboratory.
  5. Sorting and disposal of clinical, biological and other laboratory waste according to health and safety guidelines, including emptying bins as appropriate.
  6. Washing, drying and sorting glassware to the appropriate standard, including sterilisation.
* To support routine maintenance of laboratory spaces and associated areas ensuring cleanliness.
* Carry out routine husbandry and general maintenance and care including animal health checking, cage cleaning, feeding and watering.
* Assisting with maintenance, calibration and minor repairs of laboratory equipment
* To assist the Technical Manager with maintaining a safe working environment in line with School Health and Safety policies.
* To carry out any additional tasks commensurate with the post as requested by the Laboratory Manager/ Technical Manager or Dean.

**CONTINUOUS IMPROVEMENT:**

* To keep skills up to date and develop multi-skilled competence through learning from colleagues and/or gaining experience of a range of work.
* To gain experience of technical support activities across the school, including animal care, media preparation, glassware and biological waste processing.

This document outlines the duties presently required for the post holder to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the duties may be varied by the Laboratory Manager within the general character and responsibilities of the post.

This post will require flexible working between 08.00 and 19.00 hours and willingness to work earlier or later in the day and at weekends on occasion.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Basic technical skills relevant to the role; to include experience of working, and knowledge of relevant health and safety processes, with equipment, chemicals and biological reagents as appropriate to the discipline.
* Genuine demonstrable interest in science, with evidence of a desire to develop your career as a technician, a commitment to personal development, continuing professional development and achieving Professional Registration.
* Basic IT skills e.g., Outlook and Microsoft Office.

**Desirable**

* Experience of working in a UK Laboratory environment and, or experience of working in a UK teaching and learning laboratory environment.

**COMPETENCIES REQUIRED**

* Good interpersonal skills, with a friendly and approachable style and the ability to communicate effectively both verbally and in writing with people from a range of backgrounds and professions and able to deal confidently with students and customer focussed.
* Punctual and reliable with good organisational skills with the ability to follow procedures in an accurate and timely manner and to be to quickly identify the most efficient and effective way of completing a task.
* Flexible, adaptable and collaborative approach to the job and willingness to work outside normal hours (09.00 to 17.00) and at weekends/public holidays as and when required.
* Ability to work as a team member.
* Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment.
* Good level of general fitness and wellbeing and able to cope with physical demands of role, e.g., manual handling tasks.
* Willingness to undertake other roles, such as becoming a Fire Warden, Appointed Person or a First Aider.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* A minimum of BTEC, HNC or HND (A/C) in Life Sciences, with demonstrable English and Math skills.

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!