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| **Job Title** | Scientific Officer |
| **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 |
| **Reporting to** | Medical Sciences Laboratory Manager, Technical Support Manager, Director of Operations |
| **Liaison with** | Technical Support Manager, staff and students |
| **Contract type** | Permanent, 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 6 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 provide technical expertise and support to students, staff, and external partners for the teaching, research, and consultation work of the school.

**KEY DUTIES AND RESPONSIBILITIES**

* To provide technical expertise and support for teaching activity, practical classes, student projects and MSc courses during and outside of standard term times
* To provide technical support to outreach activity, research, consultancy, and income generation activity at designated times throughout the year
* Maintenance and arranging for repair of equipment and maintenance of the laboratory facilities and associated areas
* To participate in the stock-control, ordering and inventory procedures
* Responsible under the Medical Sciences Laboratory Manager for safety and security in the designated areas, conforming to all legal requirements
* To carry out other duties which might reasonably be assigned by the Medical Sciences Laboratory Manager and Technical Support Manager

**GENERAL DUTIES AND RESPONSIBILITIES**

* Provide technical support to include, but not limited to, preparation of materials and equipment for teaching, research, enterprise, and school liaison initiatives
* Preparation, setting up and clearing of equipment and materials for practical classes, project and dissertation work and research experiments
* Advise and guide students during practical classes on the appropriate procedures for the operation, monitoring, maintenance and security of equipment and facilities
* Instruct groups of students on the use of specialist facilities and equipment
* To carry out routine maintenance and PAT testing of appropriate tools and equipment
* Provide first line equipment maintenance and servicing of equipment, and participate in the annual fixed asset register audit and other duties, such as day-to-day maintenance of liquid nitrogen dewars, autoclaving duties, etc
* Carry out routine animal husbandry and general maintenance and care, including daily animal health checking, cage cleaning, feeding, and watering
* Responsible for booking systems of specialist equipment and facilities
* Accurate record keeping, preparation and regular maintenance of inventory of reagents and stocks, inventory of equipment within specified area/s, keeping a record of its maintenance, and purchasing supplies using online ordering system
* Maintain up to date knowledge of health and safety procedures and issues relating to the work environment and ensuring compliance, assisting with risk assessments and completion of COSHH assessments
* Disposal of waste materials, including hazardous waste, as directed and in accordance with established laboratory procedures, local regulations, and legal requirements
* Participate in maintaining satisfactory standards of safety and security relating to technical services in the area, ensuring laboratories, other designated rooms and equipment are maintained to be safe and clean, including organising of maintenance contracts
* Attend and contribute to 1:1 line management meetings and technical team meetings
* Contribute to the development of a collaborative, collegiate and inclusive culture which includes sharing information and good practice with others
* Demonstrate a flexible attitude to change which will support the university in meeting existing and future needs
* Take personal responsibility to develop and maintain a professional knowledge, becoming multi-skilled, with a commitment to achieving Professional Registration and maintaining CPD

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

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Practical knowledge and experience of laboratory techniques and use of laboratory equipment in one of the following subject areas: biochemistry, immunology, genetics, cell biology
* Working knowledge of current Health and Safety legislation as it applies in this context, including COSHH and risk assessment
* Evidence of ability to provide training to others in scientific knowledge and skills, and the use of laboratory equipment
* Good interpersonal skills, with ability to communicate effectively, both verbally and in writing, with academic staff and team members, and deal confidently with students with a customer focus
* IT literate with proficiency in the use of Office and laboratory IT technology and software

**Desirable**

* Demonstrable experience of working in UK laboratory/research environment and practical experience in the provision of technical support in a laboratory setting

**COMPETENCIES REQUIRED**

* Demonstrable experience of being able to plan and prioritise workloads, ensuring deadlines are met, keeping clear and appropriate records
* Demonstrable commitment and contribution to team working, with ability to offer mutual support and provide cover for others
* Evidence of ability to provide a reliable service to students, academic staff and external users through: understanding their requirements, preparing and maintaining practical resources, and carrying out related administrative duties
* Ability to demonstrate and understanding of equality and diversity, and its practical applications
* Ability to cope with physical demands of the role, e.g., moving equipment and manual handling tasks
* A flexible approach to working and willingness to work outside of normal hours (9:00 – 17:00) and at weekends/public holidays, as and when required

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential**

* A degree in Life Sciences with demonstrable English and mathematics skills

**Desirable**

* Postgraduate qualification or experience in a relevant subject area
* Achievement of Professional Registration in a relevant area

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!