

**JOB DESCRIPTION**

**Job Title:** Technical Assistant

**School:** School of Health, Sport and Bioscience (HSB)

**Grade:** C

**Campus:** Stratford

**Responsible to:** Medical Sciences Laboratory Manager, Technical Support Manager (Health Campus) and/or Dean

**Liaison with:** Medical Sciences Laboratory Manager, staff andstudents

**Never Not Moving Forward**

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

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year [Vision 2028 strategic plan](https://issuu.com/universityofeastlondon/docs/annual_review_2020?utm_source=Charlotte%2BWhite%2Btest%2Bmail%2Blist&utm_campaign=46c08a193b-EMAIL_CAMPAIGN_2018_09_19_02_52_COPY_04&utm_medium=email&utm_term=0_e8797a5163-46c08a193b-) led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**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.

**MAIN 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-to-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.
* Assisting with maintenance, calibration and minor repairs of laboratory equipment.
* To assist the Medical Sciences Laboratory 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 Medical Sciences Laboratory Manager, Technical Support Manager (Health Campus) 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 reagent preparation, glassware washing and 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 Head of Technical Resources within the general character and responsibilities of the post.

This post will require flexibility, 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**

**EDUCATION, QUALIFICATIONS:**

***Essential criteria;***

* A minimum of BTEC, HNC or HND (A/C) in Sport Science and Exercise or Human Physiology, with demonstrable English and Math skills (A/T)

**EXPERIENCE, SKILLS AND KNOWLEDGE:**

***Essential criteria;***

* 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 (A)
* Genuine demonstrable interest in Science, with evidence of a desire to develop your career as a technician, a commitment to continuing professional development and achieving Professional Registration (A)
* Basic IT skills e.g. Outlook and Microsoft Office (A)

***Desirable criteria;***

* Experience of working in a laboratory environment and, or, experience of working in a teaching and learning laboratory environment (A)

**COMMUNICATION AND INTERPERSONAL SKILLS:**

***Essential criteria;***

* Good interpersonal skills, with a friendly and approachable style. The ability to communicate effectively both verbally and in writing with people from a range of backgrounds and professions while able to deal confidently with students and be customer focused (A)
* Punctual and reliable with good organisational skills. Also, 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 (A)

**TEAMWORKING, PERSONAL ATTRIBUTES AND QUALITIES:**

***Essential criteria;***

* 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 (I)
* Ability to work as a member of a team (A)
* Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment (A/I)

**SENSORY AND PHYSICAL DEMANDS:**

***Essential criteria;***

* Good level of general fitness and wellbeing and able to cope with physical demands of role, e.g. manual handling tasks (I)

**OTHER ESSENTIAL CRITERIA:**

* Willingness to undertake other roles, such as becoming a Fire Warden, Appointed Person or a First Aider (I)

**Criteria tested by Key:**

A = Application form

C = Certification

I = Interview

T = Test