

Laboratory Technician – Job Description

The Role

Job title:	Laboratory Technician - Agricultural & Related Sciences
Department:	Commercial Services and Facilities
Responsible to:	Laboratory Manager
Location:	Cirencester
Salary:	Grade 6: £26,341 – 31,406 per annum, full time 35 hours per week, with evening monitoring of laboratory work as required
Term:	Permanent

Relationships with: Academic and Professional Services Staff, Students

Role Purpose

To provide a high standard of technical support for the safe operation of teaching and research laboratories. The laboratory technician needs to work flexibly as part of a small team to deliver an excellent student experience, support research ambitions of academic colleagues and provide a safe working environment operating to good laboratory practice. Work collaboratively with others across specialisms including crops, animal microbiology, soil, plants, water and food waste analyses.

Key Responsibilities

1. Liaise with academic staff to discuss timetables, equipment requirements and teaching requirements and coordinate work in the laboratory to ensure efficient use is made of equipment; develop a good working relationship with colleagues to ensure most effective use of shared facilities and equipment.
2. Conduct routine laboratory upkeep and servicing, including ordering materials, wash-up, cataloguing and maintaining safety records and data sheets.
3. Prepare equipment and chemicals before laboratory sessions and be able to operate all laboratory equipment; maintain and repair equipment and laboratory apparatus.
4. Ensure that equipment is properly cleaned and that chemicals and other materials are appropriately stored.

- 5.** Manage the stock control of chemicals and equipment.
- 6.** Carry out analytical work associated with teaching, research and commercial projects.
- 7.** Develop new laboratory and field experimental techniques for practical classes.
- 8.** Support and assist the work of academic staff and research students with on-farm data collection and give technical advice to staff and students.
- 9.** Collect, prepare and maintain specimens of soil, plant and animal samples for practical classes. This will include assistance in the acquisition of processed feed, silage, haylage, compound feeds and dissection material, together with the upkeep of soil, plant, weed, pest and disease samples and demonstration material including soil pits for farm classes.
- 10.** Conduct daily meteorological records, reporting monthly to the meteorological office and maintenance of the weather station.
- 11.** Organise milling room facilities, to include ovens, incubators and the instrument room for practical classes, research and commercial use.
- 12.** Support final years honours projects and postgraduate research work.
- 13.** Undertake regular laboratory supervision of students at all levels.
- 14.** Keep records, e.g. for students' practical sessions, tracking methods and results.
- 15.** Ensure that all health and safety procedures are understood and followed correctly and keep abreast of Health and Safety requirements, undergoing training as required.
- 16.** When required, undertake teaching of students on areas of expertise
- 17.** Advise on sources and evaluation of new laboratory equipment for purchasing when necessary and ensure the existing laboratory implements and instruments are kept properly functioning
- 18.** Perform demonstration tasks within timetabled practical classes (e.g. microscopy, soil analysis & safe handling of dissection materials) to assist academic staff responsible for the activity
- 19.** PA1, 2, 4 and or 6 (NPTC Pesticide Applicators certificate) in order to undertake operations within the RAU living lab crop trials, or willing to undertake
- 20.** Carry out such other tasks as may be required to meet the business needs of the University

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning

and development within their teams.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
A degree in chemistry or related science [e.g. soil science, geology, animal or crop science]	E	A
Experience in analysing soil, plant tissues and diseases and/or animal feed	E	A, B
Excellent IT skills, especially calculations and spread sheet work	E	A, B
Experience of delivering presentations to small groups	D	A, B
Qualification in Laboratory / Analytical techniques	D	A
Experience of supervising students - research & taught	D	A, B
Post graduate qualification in a science subject with considerable field and / or laboratory work	D	A

Awareness of laboratory Health and Safety, Risk assessment and COSHH issues etc.	D	B
PA1 & 2 Qualification, or willing to study	D	A
Experience of running crop trials, and the undertaking of practical day to day tasks and management	D	

General Data Protection Regulations: Applicant Privacy Notice

The Royal Agricultural University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University's HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles.

The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data.

In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view [here](#).

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- **Closing date:** 10 July 2022 with **Interviews on:** 19 July 2022.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level

