

## Laboratory Technician – Job Description

### The Role

<b>Job title:</b>	Laboratory Technician - Agricultural & Related Sciences
<b>Department:</b>	Commercial Services and Facilities
<b>Responsible to:</b>	Facilities Manager
<b>Location:</b>	Cirencester
<b>Salary:</b>	Grade 6: £25,941- £30,942 per annum, full time 35 hours per week, with evening monitoring of laboratory work as required
<b>Term:</b>	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.** 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

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> 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

## Application Process

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

- A University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) saying where you saw the advert for the role

**Closing date:** Sunday 13 December 2020 with **Interviews:** Monday 21 December 2020.