

JOB DESCRIPTION

Job Title: Science & Technology Technician (Microbiology & Biosciences)
Ref no: SCT370
Campus: Hendon
Faculty: Science & Technology
Grade: 5
Starting Salary: £33,125 per annum inclusive of Outer London Weighting rising to £36,698 incrementally each year.
Hours: 35.5 hours per week, actual daily hours by arrangement
Period: Permanent
Reporting to: Deputy Technical Manager

Reporting to Job Holder: N/A

Overall Purpose:

The Faculty of Science and Technology operates at the cutting edge of new technology and scientific instrumentation and requires high calibre technical staff to support developments taking place in the curriculum and research. The post-holder will contribute to the work of a team of technicians ensuring that the laboratories can provide an effective and efficient environment to support research and teaching. This will be done through providing technical guidance and guidance to academic programmes to enable students to achieve their academic goals, also through support of academic colleagues and involvement in research.

Principal Duties:

Teaching delivery

- Provide instruction and expertise to students and staff on the use of technical equipment / facilities and practical science techniques, to help them work safely and effectively, both in a taught class led by an academic and when working independently without direct academic or technical guidance.

Teaching commitment

- Support class activities, including practical work, instructing and demonstrating from a technical perspective, helping students understand how to use pieces of technical equipment safely and effectively and providing challenge, constructive criticism and support to student learning. Teaching interaction may be scheduled or unscheduled.
- Provide guidance to students and staff on use of technical equipment / facilities and experimental methodologies, to support them to undertake practical experiments safely and effectively.
- Prepare the teaching environment (e.g. set up equipment, organise materials or documentation, undertake and review risk assessments).

Programme development

- Provide technical input to assist academic staff with the development of academic programme(s) from a technical perspective, including with the development of written and on-line learning resource.

Administration and resource co-ordination

- Co-ordinate allocated resources efficiently, ensuring continual availability of consumables and loan equipment, to include financial ordering of consumables and equipment and associated record keeping.
- Perform administrative duties to support technical operations (e.g. student register, stores inventory, laboratory risk assessments, standard operating procedures, codes of practice and guidance notes for relevant laboratory activities).
- Supporting hardware and software relating to the effective running of technical equipment in laboratories

Training and induction

- Induct new students and staff into facilities, providing training on all aspects of their use including health and safety.

Health and safety

- Participate in processes which monitor and enhance compliance by staff and students in matters relating to Health and Safety at Work regulations in the use of equipment and materials.
- With particular regard to our Containment Level 2 laboratories, maintain standards commensurate with the legal requirement set out by the Health and Safety Executive and Human Tissue Authority

Customer service

- Resolve technical issues that can be solved within the parameters of the existing technical infrastructure.

Projects

- Carry out independent investigation (e.g. to test and develop new equipment, methodologies, infrastructure, software or materials).
- Support technical projects that provide specific technical support to teaching or research programmes.

Expertise development

- Provide guidance to colleagues to develop their technical capabilities and understanding.
- Maintain an understanding of developments in technical disciplines that are relevant to the subject area to inform course design from a technical perspective.
- Undertake other activities, as required and commensurate to the grade. Appropriate training will be provided to support the role and offer career development.

PERSON SPECIFICATION

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Your supporting statement on your application form will be assessed to see how you meet each of the following criteria

SELECTION CRITERIA:

Education / Qualifications

Essential:

- Academic qualifications degree in a relevant discipline or extensive experience in an equivalent laboratory setting.

Desirable:

- A postgraduate qualification in a field of study relevant to microbiology / biosciences

Experience:

Essential:

- Experience of working in a Containment Level 2 laboratory
- Experience of performing laboratory work with researchers and research students.
- Knowledge of the application of specialised practical methods and techniques, work procedures and processes relating to microbiology.

Knowledge:

Essential:

- Knowledge of the application of specialised practical methods and techniques, work procedures and processes relating to microbiology.
- Demonstrable technical skills, including detailed knowledge of experimental techniques and instrumentation in a field relating to microbiological teaching and research

Skills:

Essential:

- Proven communication and presentation skills.
- Effective organisational skills and attention to detail with the ability to work independently and prioritise tasks
- Engagement with current practice base or knowledge base of discipline
- Ability to work collaboratively, and constructively with other technical and university colleagues to enhance student experience and outcomes.
- Commitment to providing a high-quality experience for learners.

Equality Diversity and Inclusion

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion.

M U Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook

will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

Annual Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

Parking at Hendon campus

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. Further details are available on the Travel and transport page on the staff intranet. *Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

Information for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

Public Transport

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Graham Shennan, Deputy Technical Manager, via email at g.shennan@mdx.ac.uk