

OPPORTUNITY

Technician

Reference: R210353

Salary: £23,487 to £25,627, per annum. Grade 6, depending on experience.

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose:

The post holder will support the delivery of technical services and teaching in the College of Health & Life Sciences. They will provide support across a range of processes.

The post holder will be part of the technical team and report to Technical Team Leader.

Main duties and responsibilities

- ▶ To liaise closely with academic and other technical staff in relation to teaching and support requirements
- ▶ To provide a high-level of technical support, training and advice to staff and students in designated technical areas. Duties will vary however these duties can be for example, taking primary responsibility for management of appropriate transgenic colonies or providing support in Tissue culture facilities or providing support in Neuroscience facilities or providing support in Pharmaceuticals facilities.
- ▶ To assist in the management of resources including the administration of inventories, preparation of orders, ordering/issue of consumable materials and associated stock and storekeeping tasks
- ▶ To provide technical support when required e.g. waste autoclaving and management of store deliveries.
- ▶ To assist, demonstrate and instruct students in practical sessions, Open Day practical sessions and Masterclasses.
- ▶ To undertake an ongoing informal assessment of student competence and the effectiveness of skills instruction delivery techniques
- ▶ To develop and maintain SOPs or guides on the correct use of specialist equipment and to train/demonstrate to staff and students.
- ▶ To undertake routine maintenance, testing and calibration of specialist and non-specialist technical equipment, problem solving where required
- ▶ To maintain up to date Health & Safety knowledge and awareness by attending relevant training and engaging in continuous professional development activity as required
- ▶ To observe and implement all Health and Safety rules and regulations in the workplace ensuring technical areas are kept in a safe and orderly manner, providing advice to staff and student as required.
- ▶ To undertake any technical support duties as may be reasonably expected from time to time by the Technical Team Leader or Head of Technical Services.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	HNC/HND or equivalent qualification/ experience relevant to the role and subject discipline	Application form
Experience	<p>Previous experience of delivering technical services in a laboratory or technical environment.</p> <p>Working in an environment that requires professionalism and a high level of customer service</p> <p>Experience with analytical equipment and techniques used in research laboratories</p> <p>Providing advice on health and safety legislation and safe working practices in a laboratory environment</p>	Application form and interview
Aptitude and skills	<p>Ability to use available resource and guidance to trouble shoot and problem solve</p> <p>Ability to co-operate, support and work closely with team members to deliver results.</p> <p>Excellent written and verbal communication skills to guide others and demonstrate equipment/experiment protocols to staff and students.</p> <p>Ability to work independently on a defined task and within specified regulations and protocols</p> <p>Attention to detail/ accuracy</p> <p>Willingness to be flexible and support colleagues in the delivery of the technical role.</p>	Application form and interview

	Essential	Method of assessment
	<p>Good organisation and practical skills with a reliable approach</p> <p>Competent in the use of IT packages including software relevant to the subject discipline</p>	

	Desirable	Method of assessment
Education and qualifications	<p>Relevant H&S qualification</p> <p>A degree (or equivalent) in a relevant field</p>	Application form
Aptitude and Skills	Flexible approach to support the needs of the School/College	Interview

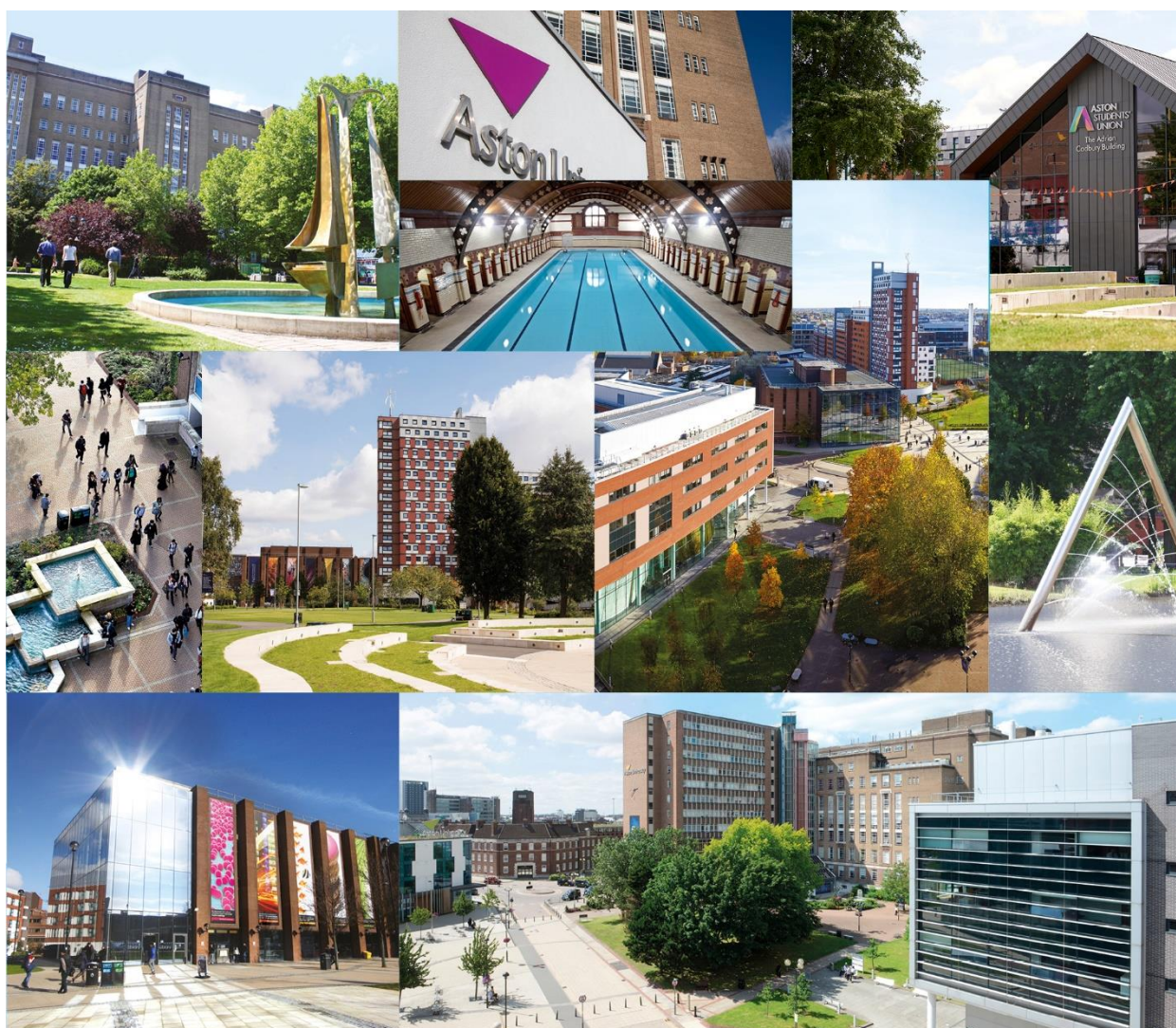
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 GMT on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Jiteen Ahmed

Job Title: Head of Technical Services

Email: j.ahmed4@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa <https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa. <https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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gets real.**