



# IMPACT

## Laboratory Technician

**Reference:** 0706-23.

**Grade:** 5

**Salary:** £23,144 to £24,533, per annum, depending on experience

**Contract Type:** Part Year (35 Weeks)

**Basis:** Full Time (36.5 Hours)

# 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 undertake a variety of technical duties for which full training will be given.

The post holder will report to the Technical Team Leader.

## Main duties and responsibilities

- ▶ To liaise with academic and professional staff to support the technical needs of their programme/project
- ▶ To provide training to staff and students on laboratory equipment
- ▶ To maintain stock levels of essential equipment/ agents according to the needs of laboratory users, assisting with stock ordering as appropriate
- ▶ To provide technical support in the preparation of laboratory practical teaching sessions and other teaching and learning.
- ▶ 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.
- ▶ Following appropriate training, to assist and instruct students in the use of specialist equipment.
- ▶ To undertake routine maintenance of essential laboratory equipment, carrying out basic repairs, liaise with engineers including following up with the appropriate supplier/contractor/Service provider as necessary
- ▶ 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 ensuring the safe working and cleanliness of the laboratory at all times.
- ▶ 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
<b>Education and qualifications</b>	A levels or equivalent qualification/ experience relevant to the role and subject discipline	Application form
<b>Experience</b>	<p>Practical laboratory competency including basic laboratory techniques: use of pipettes, preparation of basic laboratory solutions and chemicals.</p> <p>Working in environments that require professionalism and good customer service</p> <p>Working knowledge of Health and Safety legislation and safe working practices</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Ability to follow standard operating procedures and protocols.</p> <p>Ability to co-operate and work closely with others.</p> <p>Ability to work independently on a defined task, following appropriate instruction.</p> <p>Willingness to be flexible and support colleagues in the delivery of the technical role.</p> <p>Good communication skills to demonstrate equipment and experiment protocols to staff and students.</p> <p>Good organisation and practical skills with a reliable approach</p> <p>Competent in the use of relevant IT packages</p> <p>Willingness to engage with and undertake additional relevant training when offered.</p>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications.</b>	HND in a relevant subject	Application form
<b>Aptitude and Skills</b>	Flexible approach to meet the needs of the School/College	Application form and interview



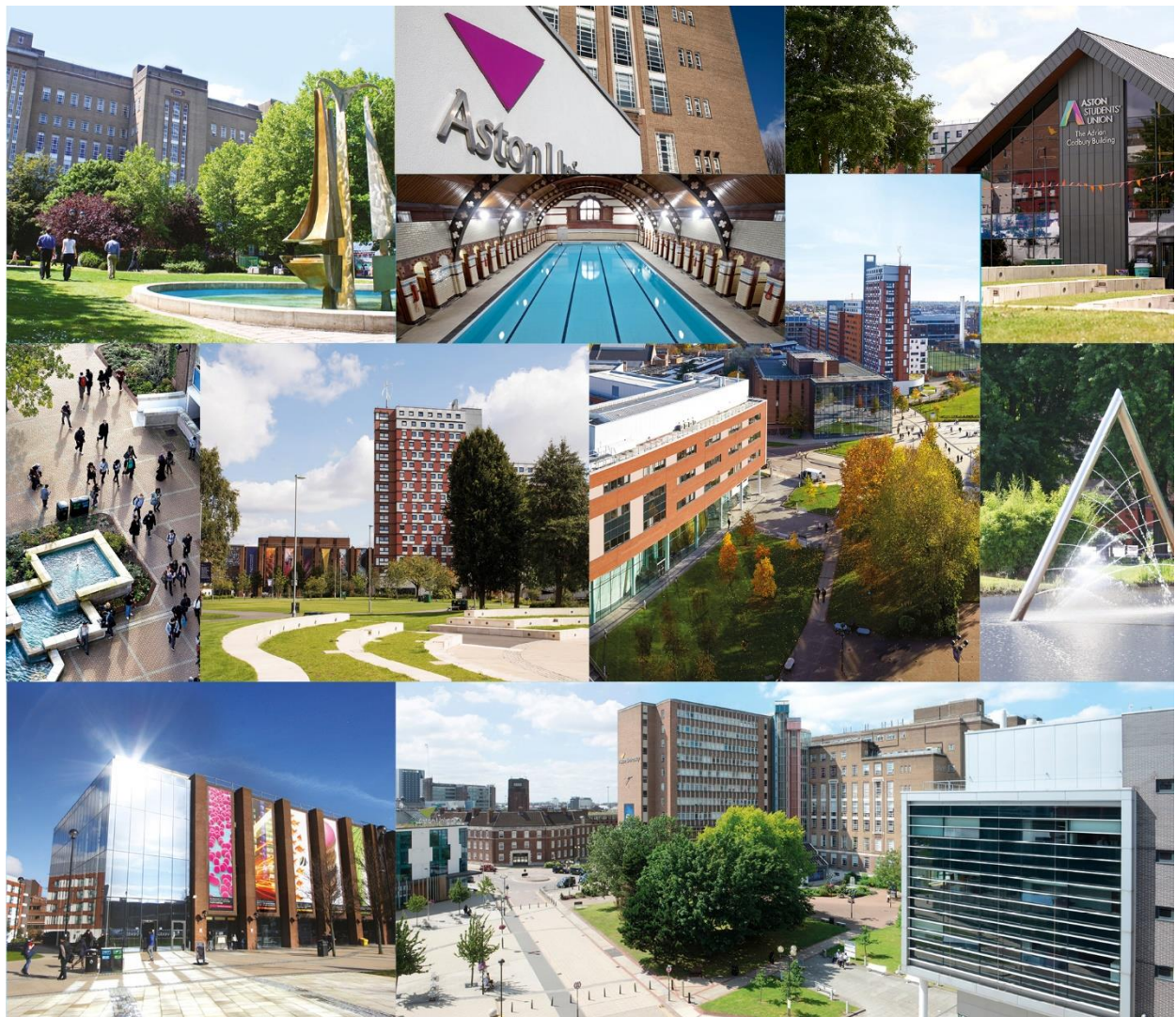
# How to apply

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 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](mailto: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](mailto:j.ahmed4@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto: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 are applying for is listed as an exception under the act.

### Eligibility to work in the UK:

Non-British/Irish citizens moving to the UK to work will need to apply for a visa in advance. You can find more information about visas for work on the gov.uk website [here](#). Before applying for this role, you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

The most common types of visa to work in the UK 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

You can find information about the Global Talent Visa on the gov.uk website [here](#), and on the Royal Society website [here](#).

You can also find further information about work visa options on our website [here](#).

**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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**Where change  
gets real.**