



**Reference: 0330-24**

**Grade: 6**

**Salary: £25,742 to £27,979 per annum, depending on experience**

**Contact Type: Permanent**

**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 for both teaching and research facilities.

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
<b>Education and Qualifications</b>	HNC/HND or equivalent qualification/ experience relevant to the role and subject discipline	Application form and interview
<b>Experience</b>	<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
<b>Aptitude and skills</b>	<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>	Application form and interview

	Essential	Method of assessment
	<p>Willingness to be flexible and support colleagues in the delivery of the technical role.</p> <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
<b>Education and qualifications</b>	Relevant H&S qualification	Application form
<b>Aptitude and Skills</b>	Flexible approach to support the needs of the School/College	Interview



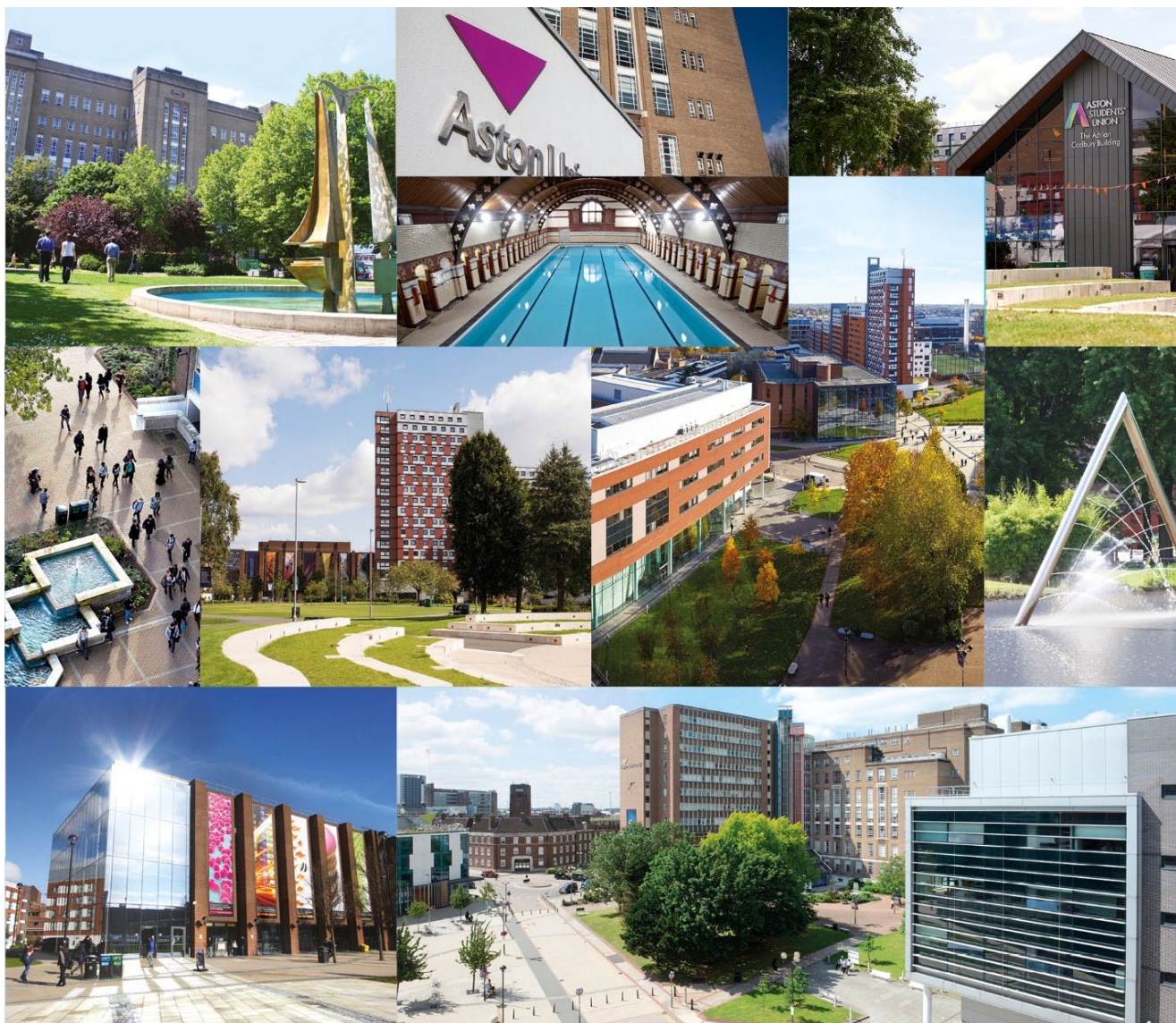
## How to apply

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 pm 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:** [Benefits and Rewards | Aston University](#)

**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:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

**Academic Technology Approval Scheme (ATAS):** If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

### **Before you start and Right to Work**

#### **90-day entry vignette**

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

## Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

**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>

**Aston University**  
**Birmingham**  
**B4 7ET, UK.**

+44 (0)121 204 3000

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