

Job title	Laboratory Technician
Grade	Grade 5
Salary range	£25,023 - £28,982
Staff Group	Assistant
Department / Institution	The Sainsbury Laboratory

## Role-specific information

### Role Summary

The role holder will be an essential part of the research support team dedicated to the smooth running of the research laboratory facilities and will provide technician support to all researchers.

The technical support shall include the maintenance and operation of the laboratory, plant tissue culture growth facilities and research equipment/apparatus.

The role also provides full cover for the Glasswashing / Media Technician at times of absence and/or high volume.

### Key Responsibilities

<b>1. Maintenance and repair of equipment/apparatus</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Conduct regular maintenance checks of equipment/apparatus</li> <li>• Liaise with relevant staff and oversee repair or replacement of equipment</li> </ul>	
<b>2. Technical Support</b>	<b>30%</b>
<ul style="list-style-type: none"> <li>• Assist the Senior Technical Officer in all aspects of managing, organising and maintaining the research operations of the department</li> <li>• Act as a main point of day-to-day contact for all researchers in the laboratory and to be responsible for providing support to a diverse personnel including post-docs, Erasmus and Marie Curie students, Ph.D. and M.Phil students, 3<sup>rd</sup> and 4<sup>th</sup> year undergraduates, summer students and visitors</li> <li>• Ensure that shared areas and facilities are tidy and well-equipped for research use at all times</li> <li>• Ensure general organisation of the research environment</li> <li>• Assess and maintain supply levels of relevant consumables within all shared areas</li> <li>• Make suggestions for positive changes in procedures and laboratory best practices, relevant to areas of responsibility</li> </ul>	

<ul style="list-style-type: none"> <li>• Daily responsibility for managing liquid nitrogen stocks, ensuring safe transfer from a pressurised vessel, provide training to staff on safe usage/transport and ensure that all safety equipment is provided &amp; used. Ensure that all relevant training records are updated and that the SOPs and risk assessments are regularly reviewed</li> <li>• Manufacture large stocks of high quality common cell stocks used for transformations by researchers, test the quality of the cells and troubleshoot where necessary</li> <li>• Contribute to Support services, Technicians and Health and Safety meetings, taking notes of any matters concerning general lab areas, organisation and safety and ensure agreed actions are followed up</li> <li>• Convene, minute and chair the Technicians meetings as required</li> <li>• Provide training and technical advice to research students and researchers in the use of equipment. Organise demonstrations where necessary and keep up-to-date with equipment upgrades and technical advances</li> </ul>	
<b>3. Health and Safety responsibilities</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Ensure the laboratories operate safely with regular checks for a safe working environment and in accordance with the Department and University Health and Safety rules and guidance.</li> <li>• Instruct research staff and students in safe working practices including overseeing activities in the labs</li> <li>• Assist in training research staff on suitable usage of sensitive equipment</li> <li>• Contribute to SLCU Health &amp; Safety meetings</li> <li>• Write Risk Assessments and SOPs where appropriate and review/update all at timely intervals</li> <li>• Manage the database of SLCU chemicals, safety records and laboratory documentation. Conduct regular audits of the chemicals stocks to ensure that the records are accurate and up-to-date</li> <li>• Organise the chemical waste store, ensuring correct storage of all hazardous chemical waste and arranging for collection of waste through the appropriate route in conjunction with Cambridge University Health and Safety rules and guidance on waste disposal systems</li> <li>• Train research students and staff on how to safely dispose of hazardous waste using the systems in place at SLCU</li> </ul>	
<b>4. Record keeping and stock control</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>• Manage and audit the database of lab stocks</li> <li>• Monitor resources and place orders when required</li> <li>• Source suppliers and new equipment</li> <li>• Label and date accurately all prepared solutions and material according to standard institute procedures</li> <li>• Maintain accurate record of all solutions made and delivered for costing purposes</li> <li>• Collate data and monthly input information into costings database</li> <li>• Assess media stock levels within given area and decide on appropriate batch quantities on a daily basis</li> <li>• Maintain records of damaged or broken equipment and glassware and reorder</li> <li>• Check deliveries for accuracy, store reagents according to specific requirements and inform users in timely manner</li> </ul>	

<ul style="list-style-type: none"> <li>• Manage purchases through the communal grant code; liaise with accounts team to resolve any anomalies and provide information on monthly communal spending (amounts and items) to Group Leaders when requested</li> </ul>	
<p><b>5. Glasswashing Facility Coverage</b></p>	<b>Up to 10%</b>
<ul style="list-style-type: none"> <li>• Assist with the operation of the glasswashing facility as needed</li> <li>• Collect soiled glassware from research area and distribute / store clean glassware per laboratory established procedures</li> <li>• Assist in washing labware and ensure adequate level of sterile supply</li> <li>• Prepare and process tissue culture labware</li> <li>• Ensure routine maintenance and care of associated equipment</li> <li>• Ensure adequate level of chemical stocks</li> <li>• Train, supervise and allocate tasks to a part-time employee in the media and autoclave facility</li> </ul>	
<p><b>6. Media Preparation</b></p>	<b>Up to 10%</b>
<ul style="list-style-type: none"> <li>• Assist with the operation of the media prep facility as needed</li> <li>• Prepare large batches of common buffers, stock solutions, culture media and plates following established recipes</li> <li>• Test new solutions and recipes as needed</li> <li>• Comply with aseptic working practices</li> <li>• Use equipment such as pH meter, precision balances, dispenser, microwave, autoclave and filtration</li> <li>• Establish, adhere to and enforce quality control and sterility procedures. Bring any concerns to the attention of Supervisor</li> <li>• Trouble shoot problems in fabrication or quality of products supplied</li> <li>• Make recommendations for changes or improvements to the preparation process, in order to address any quality control issues that arise</li> <li>• Delivery to collection points within the Institute, storing appropriately</li> <li>• Ensure adequate supply and correct storage of media by following quality and stock control procedures</li> <li>• Train research students and researchers in aseptic techniques and correct usage of the laminar flow hoods</li> </ul>	
<p><b>7. Sterilization</b></p>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Handle and dispose of laboratory chemical, biological and category 2 waste from research areas</li> <li>• Load, unload and operate autoclave and heat sterilization oven</li> <li>• Adhere to sterile and waste disposal practices</li> <li>• Provide training to new users of the autoclaves, keep the relevant training records up to date and review the SOPs and risk assessments at timely intervals</li> </ul>	

<p><b>8. Managing the Growth Cabinet Facility, Tissue Culture rooms and Seed Store</b></p>	<p><b>10%</b></p>
<ul style="list-style-type: none"> <li>• Take bookings for the communally-operated growth cabinets and liaise with users to ensure efficient usage of the facility.</li> <li>• Provide technical advice to research students and researchers using the equipment</li> <li>• Set up the cabinets and test the accuracy of the settings using appropriate testing meters. Liaise with facilities and with engineers to trouble shoot any problems encountered</li> <li>• Collect data from the growth cabinets and analyse frequently to ensure the equipment is running within setting parameters</li> <li>• Keep records of programs set-up and bookings</li> <li>• Manage the seed storage and sieving room ensuring that all waste is collected correctly and autoclaved. Replace the sticky mats frequently and advise users on cleanliness within this room to avoid spread of GM seed</li> <li>• Monitor storage areas in this room and liaise with research staff who need storage space</li> <li>• Monitor the tissue culture rooms regularly, test light and temperature levels on a frequent basis and respond to any changes observed</li> <li>• Regularly check the rooms for any abandoned or contaminated plates and contact those who they may belong to</li> </ul>	
<p><b>9. Other</b></p>	<p><b>5%</b></p>
<ul style="list-style-type: none"> <li>• In time the Senior Technical Officer will define other duties appropriate to the post and grade as required by the service</li> <li>• Coordination of the cleaning of work areas by the cleaning staff</li> <li>• Other duties in support of the activities of the institute as required</li> <li>• Liaise with stores staff on quality of new product lines, testing of proposed products and technology updates that may influence products stocked</li> <li>• Establish the autoclave/media page of the SLCU intranet and keep this up to date with media recipes and booking systems</li> <li>• Assist the Senior Technical Officer in setting up and maintaining the research databases and research areas of the intranet</li> </ul>	

## Person Profile

This section details the knowledge, skills and experience we require for the role.

<b>Education &amp; qualifications</b>	<p><b>Essential:</b> GCSE's in Mathematics, English and Science subjects or equivalent Degree level qualification in biological sciences or equivalent</p>
<b>Specialist knowledge &amp; skills</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Good technical knowledge of a range of relevant equipment, laboratory protocols and procedures</li> <li>- Ability to provide first line support.</li> <li>- Excellent understanding of laboratory Health and Safety rules, including chemical waste disposal routes, and routine writing of risk assessments and SOPs.</li> <li>- Must know how to use a computer and be proficient with Microsoft Office software (Word and Excel).</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>- Experience using Microsoft SharePoint.</li> </ul>
<b>Interpersonal &amp; communication skills</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Must be able to communicate in English.</li> <li>- Strong communication skills are required to: explain technical issues and processes to research staff at all levels / demonstrate protocols and procedures to new staff</li> </ul>
<b>Relevant experience</b>	<p><b>Essential:</b> Several years of experience in a laboratory environment including experience of good laboratory practices, general laboratory organisation and media preparation.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>- Experience of managing and programming tissue culture, Percival and Panasonic growth cabinets.</li> <li>- Ability to safely dispense and manage liquid nitrogen stocks.</li> <li>- Knowledge and experience of producing high quality stocks of competent cells.</li> </ul>
<b>Additional requirements</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Ability to work independently and efficiently without supervision</li> <li>- Ability to demonstrate good judgement and prioritisation of assignments</li> <li>- Flexibility and adaptability: role-holder will need to switch between different activities and locations and quickly adapt to changes</li> <li>- Ability to know when and where to ask for assistance or additional explanations</li> <li>- Must be extremely accurate and methodical to ensure consistent high quality work</li> <li>- Must be able to follow complicated instructions</li> <li>- Good work ethic</li> <li>- Ability to work as part of a team</li> <li>- Ability to assign tasks and supervise another member of staff</li> </ul>

## Terms and Conditions

<b>Location</b>	The Sainsbury Laboratory
<b>Working pattern</b>	Full-time
<b>Hours of work</b>	Your normal hours of work are 36.5 hours, Monday to Friday. Your times of work will be notified to you by your line manager.
<b>Length of appointment</b>	Fixed-term: The funds for this post are available until 31 December 2021 in the first instance.
<b>Limited funding</b>	In the first instance, the funding supporting the post is available until 31 December 2021.
<b>Probation period</b>	6 months
<b>Annual leave</b>	Full time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays.
<b>Pension eligibility</b>	Cambridge University Assistants' Contributory Pension Scheme (CPS) Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a> .
<b>Retirement age</b>	The University does not operate a retirement age for assistant staff.

## Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

## Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 24 April 2016. If you have any questions about this vacancy or the application process, please contact [enquiries@slcu.cam.ac.uk](mailto:enquiries@slcu.cam.ac.uk)

# General Information

## The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

## The Sainsbury Laboratory

The Sainsbury Laboratory Cambridge University (SLCU) is a new research institute funded by the [Gatsby Foundation](#). The aim of the Laboratory is to elucidate the regulatory systems underlying plant growth and development. SLCU will ultimately house approximately 12 research groups each consisting of around 10 researchers. The laboratory runs a range of centrally managed facilities and services including plant growth facilities, microscopy, tissue culture rooms, level 2 containment facility and a seed store.

Further information about the Sainsbury Laboratory is available at: <http://www.slcu.cam.ac.uk/>

## What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
  - A wide-range of training courses and online learning packages.
  - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
  - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
  - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
  - Reduced staff fees for University of Cambridge graduate courses.
  - The opportunity to attend lectures and seminars held by University departments and institutions.
  - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

## Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

## Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time. If you prefer to discuss any special arrangements connected with a disability, please contact, Amy Coussell (Senior HR Coordinator), who is responsible for recruitment to this position, on 01223 761115 or by email on [Amy.Coussell@slcu.cam.ac.uk](mailto:Amy.Coussell@slcu.cam.ac.uk). Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).