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**Faculty of Science and Health**

**School of Biological Sciences**

**Specialist Technician (Research)**

**ZZ005314**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £27,511 - £30,046 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch.  Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Specialist Technician (Research) |
| **Grade:** | 5 |
| **Faculty/Centre:** | Science and Health |
| **Department/Service:**  **Location:** | School of Biological Sciences - Centre for Enzyme Innovation (CEI) – St Michael’s Building |
| **Position Reference No:** | ZZ005314 |
| **Responsible to:** | Principal Investigator / CEI Director / Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | December 2019 |

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| **Context:** |
| The recently-established CEI creates a flagship research hub focused on delivering transformative enzyme-enabled solutions for circular recycling of plastics. The unique approach of the CEI pipeline is to Discover new enzymes from the environment that break down plastics; Engineer these enzymes and their production mechanisms to optimise their activity, stability and yield; and Deploy these enzymes through industrial-scale production and processing. The CEI website address is:  <https://www.port.ac.uk/research/research-centres-and-groups/centre-for-enzyme-innovation>  This post will support the discovery aspect of this work, which involves targeted prospecting of under-investigated but promising environments for enzymes that degrade solid substrates (e.g. mangroves, sediments, seawater, plant detritus, waste handling systems) and organisms (microbes, invertebrates, fungi, protists). Opportunities exist to prospect biofilms using next generation sequencing to identify microorganisms secreting degrading enzymes. Organisms will be sampled on site or maintained within the specialist aquarium facilities at the Institute of Marine Sciences or in the Microbiology Laboratories in the King Henry Building. |

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| **Purpose of Job:** |
| As a senior member of the technical team, to support the biological sampling and handling, including DNA/RNA sequencing, for Discovery research projects within the CEI. To provide high quality technical information in support of the research project(s) and laboratory work. To be responsible for equipment and material usage and maintenance, in accordance with relevant legislation and University Policies.  **In particular with respect to the project:**  As a key member of our team, the Specialist Technician (Research) will make a significant contribution to a broad range of technical services supporting the project, including training staff and PhD students and directly contributing to research activities. Specifically, they will be involved in the extraction of nucleic acids from biological samples for high-throughput sequence analysis. |

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| **Key Responsibilities:** |
| **Core Duties of a Specialist Technician (Research):**   1. Be responsible for a broad range of equipment and materials used within the School of Biological Sciences relating to this project, ensuring stocks are maintained. 2. Monitor delegated budgets for small equipment items, ensuring that the necessary materials are available for the smooth running of technical research activities. 3. Prepare, maintain, test and demonstrate equipment and materials used in specific laboratory experiments and the environments in which they are used. 4. Assist the project team with the development and testing of specific experiments. 5. Apply technical knowledge in support of the project activities. 6. Assist with the preparation of IT/AV materials using computer packages, including the Internet, that relate to the research project. 7. Carry out maintenance and testing of specific and relevant specialist equipment. 8. Ensure that research areas are kept tidy and apply the appropriate health and safety precautions in the workplace. 9. Support the generation of publication quality data sets, both independently and, where appropriate, working with members of the research team. 10. Manage the reliable and timely exchange of technical experimental materials with collaborators. 11. Participate in experiments conducted with facilities of programme collaborators. 12. Communicate with team members and liaise and network with relevant others, including our collaborators, to ensure effective working relations. 13. Assist with dissemination and outreach activities related to the programme. 14. Assist with associated marketing events, including Open Days, providing information to visitors and stakeholders. 15. Undertake routine administration in support of the above.   **Additional expectations of the role holder:**   1. To solve problems that occur, applying knowledge of subject area. 2. To provide information to relevant stakeholders with regards to equipment and material loans. 3. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the CEI/School/Faculty/University aims. 4. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management. 5. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 6. Any other duties as required by the Principal Investigator or Head of School. |

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| **Working Relationships:** |
| 1. Principal Investigators of Project 2. Members of the CEI team 3. External collaborative members 4. Faculty Manager 5. Technical Manager 6. Staff and students within the School of Biological Sciences |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | In-depth knowledge of biological sciences within a laboratory environment | E | AF, S |
|  | Experience of microbiological sample preparation | E | AF, S |
|  | Experience of extraction and handling of nucleic acids | E | AF, S |
|  | Experience of generating libraries for high-throughput next generation sequencing | E | AF, S |
|  | Knowledge of Microsoft Office computer package | E | AF, S |
|  | Knowledge of relevant Health and Safety in the workplace | E | AF, S |
|  | Previous experience of working in a research team | E | AF, S |
|  | Previous experience of maintaining laboratory equipment | E | AF, S |
|  | Previous experience of performing and supporting field work | E | AF, S |
|  | Previous experience of demonstrating equipment and techniques | D | AF, S |
|  | Previous experience of culturing environmental microorganisms | D | AF, S |
|  | Previous experience of culture library maintenance | D | AF, S |
|  | Experience and knowledge of carrying out risk assessments | E | AF, S |
|  | Experience working with nanopore sequencing technology | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Relevant CAT 2 laboratory experience | E | AF, S |
|  | Able to plan and organise own work and set priorities | E | AF, S |
|  | Attention to detail | E | AF, S |
|  | Ability to solve problems when they occur | E | AF, S |
|  | Ability to deal with staff and student requests effectively | E | AF, S |
|  | Good communication and interpersonal skills | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | First degree or HNC/HND (or equivalent experience) in a relevant biological subject | E | AF |
|  | Relevant postgraduate qualification or equivalent experience | D | AF |
|  | Training in biological techniques including microbiological sample handing and sample preparation | E | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Committed to providing a high quality service and support to the project | E | AF, S |
|  | Ability to work on own initiative and as part of a team | E | AF, S |
|  | Ability to understand and work to deadlines | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) | X |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms | X | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases | X |
| 1. Repetitive tasks (e.g. pipette use etc) | X | 20. Small print/colour coding |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation   X | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Prof. John McGeehan |
| **Date** | December 2019 |
| **Extension number** | 2042 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.