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**Faculty of Science & Health**

**School of Biological Sciences**

**Specialist Technician (Biophysics)**

**ZZ602391**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £28,762 - £31,411 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.

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.

For information on how to find our campus and the navigation of buildings (including accessibility), please see <https://www.accessable.co.uk/university-of-portsmouth> (click on the Access Guides tab at the top of the page, and then click on "view all access guides".



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Specialist Technician (Biophysics) |
| **Grade:** | 5 |
| **Faculty/Centre:** | Faculty of Science and Health |
| **Department/Service:**  **Location:** | Biological Sciences  St Michael’s Building & King Henry Building |
| **Position Reference No:** | ZZ602391 |
| **Responsible to:** | Technical Manager |
| **Responsible for:** | N/A |
| **Effective date of job description:** | Nov 2022 |

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| **Context of Job:** |
| In the School of Biological Sciences, we're addressing the most pressing issues impacting people's quality of life around the world. From finding new ways to combat climate change to our pioneering research into plastic-eating enzymes, we're turning our expertise into action.  We cover all aspects of biological science and our academics, lecturers and researchers are experts within their fields trailblazing research into epigenetics, developmental biology, molecular biology, microbiology, marine biology, ecology and molecular biophysics.  The School holds an Athena SWAN bronze award, in recognition of the work we're doing to advance the careers of women in science. |

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| **Purpose of Job:** |
| As a senior member of the Faculty’s technical team the post holder will make a significant contribution to a broad range of technical services within the School of Biological Sciences, supporting teaching, research and commercial activities. This will include providing high quality technical information in support of student projects and laboratory / research work.  The post holder will provide specialist support and will be responsible for equipment and material usage and maintenance, in accordance with relevant legislation and University policies. |

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| **Key Responsibilities:** |
| **Core Duties of a Specialist Technician:**   1. Responsible for a broad range of equipment and materials used within the laboratory and field equipment ensuring stocks are maintained 2. To monitor delegated budgets for small equipment items, ensuring that the necessary materials are available for the smooth running of practical teaching / research / laboratory sessions 3. Prepare, maintain and demonstrate equipment and materials used in specific practical classes, experiments and student projects, and the environments in which they are used 4. Ensure that the necessary materials are available for the smooth running of practical teaching / research / laboratory / experiment sessions. 5. Assisting academic staff with the development and testing of specific experiments used within practical classes, student projects and research as appropriate 6. Apply technical knowledge in support of teaching, student projects and research activity 7. Support academic led research, commercial and innovation activity as required 8. To assist with the preparation of teaching materials using computer packages, including the Internet 9. Carry out maintenance, charging and testing of specific equipment and materials within the School’s laboratories and field-based equipment, to include audio-visual aid equipment 10. Advise and assist in procurement and maintenance of specialist equipment 11. Ensure that the teaching and research areas are kept tidy. To apply the appropriate health and safety precautions in the workplace 12. Maintain loans records of equipment and materials. 13. Assist with Preview and Open days and other associated marketing events providing information to students. Willing to work flexibly to support these events as and when required 14. Undertake routine administration in support of the above   **Additional expectations of the role holder:**   1. To communicate with team members and liaise and network with relevant others, to ensure effective working relations 2. To solve problems that occur applying knowledge of subject area 3. Provide information to relevant stakeholders with regards to equipment and material loans 4. Participate in, and contribute to, a performance and development review (PDR), ensuring that work produced is in line with the School/Faculty/University aims 5. 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 6. 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 7. Any other duties as required by the Technical Manager. |

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| **Working Relationships:** |
| 1. Technical Manager 2. Senior Technicians and the technical team 3. Faculty Senior Technical Manager 4. Faculty Manager 5. School / Department Administration Team 6. Academic and Research staff 7. Health and Safety Department 8. Estates Department 9. Suppliers of materials / equipment |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | In-depth knowledge of biophysics, developmental biology or molecular biology within a laboratory environment | E | AF, S |
|  | Excellent IT skills/ Working knowledge of Microsoft Office computer packages | E | AF, S |
|  | Knowledge of Health and Safety in the workplace | E | AF, S |
|  | Working knowledge of Risk and COSHH Assessments |  |  |
|  | Previous experience of working with students, including demonstrating equipment and techniques | E | AF, S |
|  | Previous experience of working in an analytical laboratory setting | E | AF, S |
|  | Previous experience of testing electrical equipment | D | AF, S |
|  | Experience and knowledge of carrying out risk assessments | D | AF, S |
|  | Previous experience of demonstrating equipment and techniques to students | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Able to plan and organise own workload and set priorities | E | AF, S |
|  | Excellent 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 |
|  | Ability to scientifically interrogate and critically analyse in order to develop knowledge | E | AF, S |
|  | Able to develop skills in new areas and techniques | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | HNC/HND (or equivalent experience) in a relevant subject | E | AF, S |
|  | Degree in Biological Sciences or related subject | D | AF, S |
|  | Postgraduate degree in Biological Sciences or related subject | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Committed to providing a high-quality service to students and staff | E | AF, S |
|  | Able to work on own initiative and as part of a team | E | AF, S |
|  | Ability to work under pressure and to tight deadlines | E | AF, S |
|  | Conscientious and adaptable | E | AF, S |
|  | Commitment to professional development | E | AF, S |
|  | Professional and flexible attitude to working hours, and standards. Willing to work a flexible pattern of working hours which may include evenings and weekends | 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/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 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 |
| 2. Manual Handling (of loads/people) | X | 14. Working at height | x |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water | X |
| 4. Genetically modified Organisms | x | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working  (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment | X]Xxx | 19. Compressed gases | x |
| 8. Repetitive tasks (e.g. pipette use, etc) | X | 20. Small print/colour coding | x |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation  x | | 21. Soil/bio-aerosols | x |
| 10. Asbestos and/or lead | | 22. Nanomaterials | |
| 11. Driving on University business:  mini-bus (over 9 seats), van, bus, forklift truck, drones only)  X | | 23. Workplace stressors (e.g. workload, relationships, job role, etc.) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | HELEN HASLOCK |
| **Date** | November 2022 |
| **Extension number** | 2029 |

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.