



## **Technician [Teaching Laboratory]**

COLLEGE OF **XX**  
SCHOOL/INSTITUTE **XX**

### **GRADE 6**

#### **Job Purpose**

To manage and deliver high quality technical services for teaching laboratories including providing specialist technical expertise in the relevant discipline. You will have responsibility for the organisation and efficient usage of teaching lab space including day-to-day running of the lab[s], including equipment, apparatus and consumables and day-to-day management of specialist facilities and technical support staff. In addition, the postholder may be responsible for overseeing practical skills labs and workshops for students.

#### **Main Duties and Responsibilities**

1. Plan, prepare and manage teaching labs and provide specialist technical advice for service users. Supervise and provide advanced training and support to service users using complex technical resources and/or implementing specialist techniques.
2. Manage the resources within teaching labs including management of technical support staff, delegated budgets, lab space and equipment/systems. Ensure operational delivery of technical resources is optimised and seek to continuously improve the technical service. Liaise with suppliers to ensure best quality and value for money consumables are obtained and adequate stock supplies are maintained.
3. Responsible for the design, development and construction of relevant technical resources for use in teaching labs, ensuring exceptional standards of finish and accuracy, within defined timescales to meet teaching objectives. Advise and decide on what techniques can be best used to meet teaching objectives.
4. Contribute to the acquisition, set up, and maintenance of equipment/systems and the design of analysis strategies, in line with teaching objectives. As necessary, carry out complex data analysis of a range of data, supporting service users to do the same, and identifying trends, problems and anomalies. Present findings clearly.
5. Troubleshoot complex technical issues and provide expert technical guidance to suggest, implement and evaluate improvements to Standard Operating Protocols. Diagnose and rectify faults/problems with specialised equipment, working to safe, professional standards.
6. Monitor standards and technical developments in the relevant discipline/specialism and continue to expand knowledge and skills base through appropriate and tailored CPD.

7. Where relevant, responsible for a range of teaching support administration. This may include recording student attendance and collating student assessment marks for feedback to the academic lead.
8. Responsible for all legal, Health and Safety and other necessary requirements associated with running the lab[s] including appropriate awareness and implementation of University policies.
9. To attend and contribute specialist technical input to laboratory meetings with the aim of improving service users' experience and providing a modern facility appropriate to teaching objectives.

### **Qualifications**

- Scottish Credit and Qualification Framework level 8 [Scottish Vocational Qualification level 4, Higher National Diploma] or equivalent, and experience of personal development in a similar role.
- Significant breadth or depth of technical knowledge and recognised as an expert in the relevant discipline.
- Up to date knowledge of relevant legislative requirements applicable to the role, including but not limited to Health and Safety.
- Up to date knowledge of relevant University policies and procedures.
- Degree or Higher Degree in relevant discipline is desirable. Working towards Professional Registration with relevant body.

### **Knowledge, Skills and Experience**

- Demonstrable specialist technical skills aligned to the specified discipline including skills in specialist equipment/systems/techniques. Details of the discipline are as described in the post-specific information and advert.
- Significant IT skills, including proficient user of relevant specialist or bespoke software packages.
- Significant analytical and problem solving capability, including high degree of accuracy and attention to detail when dealing with complex data.
- Excellent teamworking skills and where relevant to the post, supervisory or line management skills
- Proven interpersonal and communication skills, including the ability to understand, conceptualise and interpret technical requirements of a range of service users with varying degrees of ability and adapt own style to meet the needs of others.
- Ability to plan and prioritise work of self and others, along with allocation of resources, to meet the needs of service users.
- Significant relevant experience of providing high quality technical services in a complex lab environment.

- Experience of working with a range of technical service users, with varying degrees of ability, ensuring their experience is optimal.
- Experience of establishing and managing Standing Operating Procedures to ensure the smooth, efficient, and legal running of the lab [including experience of establishing Health and Safety procedures for service users, or other legal requirements [where applicable]].
- Proven experience of managing competing demands in a fast-paced technical service environment.