



St George's School of Health and Medical Sciences

City St George's, University of London

Research Operations

Project Laboratory Technician

Ref: 567-24

JOB DESCRIPTION

Post Title	Project Laboratory Technician
Grade	Grade 4
Contract type	Permanent
Responsible to	Associate Director of Research Operations (Laboratories)
Accountable to	Director of Research Operations
Responsible for	N/A
Liases with	Structured Research Project Module Co-ordinators, Head of Technical and Teaching Facilities, Other academic staff, Colleagues within Research Operations, Research and Professional Staff and external contractors

Overall purpose of job

This role reports to the Associate Director of Research Operations (Laboratories) and is vital for providing technical support to research and teaching laboratories in Jenner Wing at St George's, University of London. The post holder will be part of the Laboratory Services team and will collaborate with the team to support researchers, particularly in multi-user laboratories. During university term times, the primary focus will be on delivering technical support and supervising students during laboratory-based sessions for the Biomedical Science course. This includes sessions related to the Structured Research Projects Module, research projects for Year 3 Biomedical Science students, and practical sessions for other Year 1-3 Biomedical Science Modules. The role also involves supporting practical activities for other research-focused programs, such as the Frontiers in Human Health Summer School, under the guidance of the Structured Research Project Module coordinators.



Main Duties and Responsibilities

- Technical support and supervision for undergraduate students undertaking practical sessions and research projects in Years 1-3 of the Biomedical Science Course.
- Support in the organisation and delivery of practical sessions for the Frontiers in Human Health Summer School and other activities oriented to Summer students, such as the Summer Taster Research.
- Supervision of Masters level and summer students and ensuring that research works are conducted in a safe and professional manner.
- Preparation of equipment, materials and reagents for laboratory sessions.
- Clean, tidy and maintain the teaching laboratory space in Jenner Wing and equipment.
- Monitor stock levels of chemicals, reagents and consumables and ordering as required for the efficient running of the Year 3 Structured Research Projects module sessions and other sessions making use of the teaching laboratory space.
- Be the Health and Safety lead for the multiuser laboratories and conduct laboratory inspections of the multiusers laboratories using the SHE office's checklist.
- Comply at all times with Health and Safety rules, COSHH and other regulations relevant to the post.
- Member of the IMBE Health and Safety Committee.
- Maintain and update teaching safety-related documentation.
- Maintain a safe working environment in teaching prep rooms and stores.
- Conduct six-monthly users' meetings with representatives from each group from the multi-user laboratories to discuss laboratory issues, including outcomes of the laboratory inspections.
- Oversee the resolutions of the action items from the meetings/ inspection mentioned above and forward outcomes to Institute Managers and Education Operations managers.
- Attend users' and committee meetings as required.
- Maintain an up to date knowledge and skills to perform their job to a high standard. The post holder will be required to complete mandatory training as required by the role and attend continuing professional development (CPD) courses.
- Ensure compliance to the Equality Act, Health and Safety, Data Protection, Freedom of Information, and other policy and legal requirements
- Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.



St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

Nature and Scope of Job

A fantastic opportunity for a laboratory technician looking to focus their career on teaching and laboratory management. The role calls for a proactive approach to work offering opportunities for troubleshooting and gaining new skills. The Research Operations Team has close working relationships with Research Institutes and other directorates within the University and provides a friendly environment to work. Applicants should note that this post is based in a teaching environment and not a research laboratory.

Special Factors

The post holder will be expected to do manual handling of equipment and good physical fitness is required. The post holder may be expected to work occasionally outside of normal working hours. The post holder will be remunerated with time off in lieu. The post holder will be required to perform a level of physical exertion such as moving equipment, alone or with others.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications and Experience	BSc in a biological science subject	E	AF
	MRes, MSc or MSci in a relevant biological science subject	D	AF
	Previous experience of working in another research/teaching laboratory	D	SS1 INT
	Experience of supervising UG research projects	D	SS2 INT
Knowledge/ Skills	Molecular biology techniques	E	SS3 INT
	Tissue/cell culture	E	
	Excellent understanding of Health and Safety requirements in a laboratory environment	E	SS4 INT
	IT skills (MS Office, Outlook) and aptitude to learn new systems	E	AF INT
Personal Attributes	Aptitude for working with students and academic staff in a learning environment	E	SS5 INT
	Excellent verbal and written communication skills	E	AF INT
	Highly motivated, flexible and proactive, logical and practical, able to prioritise, good organisational skills	E	AF INT
	Ability to work in a team and on own initiative and to engage with stakeholders	E	AF INT
	Committed to equality and diversity Committed to our Health and Safety policies and procedures Compliance to Data Protection Act 2018 and GDPR principles/ requirements	E	INT



Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

Updated August 2024



About us

St George's School of Health and Medical Sciences is dedicated to medical, biomedical and allied health education, training and research. Sharing a clinical environment with a major London teaching hospital in southwest London, our innovative approach to education results in well-rounded and highly skilled clinicians, scientists, and health and social care professionals.

St George's has a long and illustrious history of training healthcare professionals, dating back more than 270 years. We are well known for our innovative approach to medical education, being the first UK institution to launch a Graduate Entry Medicine Programme, a four-year fast-track medical degree course open to graduates in any discipline. Now part of City St George's, University of London, St George's was the number one university in the UK for Graduate Prospects (on track), according to the Complete University Guide 2024 and second for Graduate Prospects in the 2024 Times UK University Rankings.

Our internationally recognised research delivers cutting-edge scientific discovery through four specialist Research Institutes, directly helping patients through our close links to the clinical frontline and London's diverse community. St George's was ranked joint 8th in the UK by the Times Higher Education in their Research Excellence Framework (REF) 2021 Impact Scores. 36% of St George's research was assessed as 'world-leading' and 100% of our impact cases were judged to be either 'world-leading' or 'internationally excellent.' Our Institutes focus on biomedical and scientific discovery, advancing the prevention and treatment of disease in the fields of population health, neuroscience, heart disease and infection - four of the greatest challenges to global health in the 21st century. Our values keep St George's striving to deliver its mission and demonstrate how we aspire to CARE for ourselves and others:

- Collaboration - We work as a community and engage external partners to deliver our mission.
- Ambition - We strive to achieve the best for ourselves and others, responding dynamically to new challenges.
- Respect - We are open-minded, listening to others and valuing different perspectives.
- Equity - We are inclusive, tackling inequity in all its forms.

The diversity of the people within our community at St George's is one of our strengths. We benefit hugely from the range of perspectives that come from the different backgrounds, opinions and beliefs of our staff and students and, in recognising that, we want to put our approach to diversity and inclusion firmly at our core.

More information about St George's School of Health and Medical Sciences can be found at www.sgul.ac.uk.

City, University of London and St George's, University of London completed a merger on 1 August 2024, creating a powerful multi-faculty, multi-site, institution. The combined university will become one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students. If you have any questions, you can email hrhelp@sgul.ac.uk with enquiries.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: **£28,759** pa, (pro-rated for part-time staff). The salary range for **Grade 4** is **£28,759 – £32,332** and appointment is usually made at the minimum point.

Hours: 23.1 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: Androulla Elia (aelia@sgul.ac.uk); Paris Ataliotis (pataliot@sgul.ac.uk); Florencia Cavodeassi (fcavodea@sgul.ac.uk);

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **12 September 2024**

Interview date TBC. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **567-24**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

