

Job title	Senior Laboratory Support Technician
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Ludwig Institute for Cancer Research, Old Road Campus Research Building, Roosevelt Drive, Headington, Oxford, OX3 7DQ
Grade and salary	Grade 5: Salary in range £28,759 - £33,966 per annum
Hours	Full time
Contract type	Fixed-term contract for two years Funding is provided by the Ludwig Core Award
Reporting to	Dr Stanley S Ng, Senior Laboratory Manager
Vacancy reference	168762

About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk Unit - https://www.ludwig.ox.ac.uk
What we offer	<p>https://hr.admin.ox.ac.uk/staff-benefits</p> <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community

The role

An opportunity has arisen at the Ludwig Cancer Research Oxford Branch to be part of a successful team in the role of Laboratory Support Technician, based at the Old Road Campus in Headington, Oxford.

Reporting to the Laboratory Manager, you will work in the laboratory support team alongside the Laboratory Technician and provide key support to the Institute's researchers.

We are seeking an enthusiastic, motivated individual who has experience in a relevant scientific environment, has previously maintained laboratory equipment and is aware and knowledgeable of the Health and Safety requirements involved in scientific research. Educated to A Level standard or equivalent, you should be computer literate, organised, able to work accurately under pressure and to challenging deadlines, have good communication skills and work well both independently and as part of a team.



This is an ideal post for someone currently employed in a support role who wishes to take on more responsibility and to further develop their career. Training will be provided where required and the department will be supportive of continuing professional development.

Responsibilities

You will:

- Be the first point of call for laboratory staff in need of assistance.
- Perform troubleshooting and maintenance of assigned laboratory equipment and, with the Laboratory Manager, to liaise with engineers.
- Be responsible for the maintenance and daily running of the Supply Centre Management Systems; ordering, receipting, processing, storage and distribution of items.
- Provide cover for the Laboratory Manager during their absence and to perform routine laboratory duties in the absence of the laboratory technician and during busy periods.
- Be the departmental contact for invoice queries from the accounts office and suppliers.
- Be responsible for organising the shipment of laboratory products from the Institute via couriers.
- Organise the disposal of surplus equipment and materials, including hazardous chemicals and Waste Electrical and Electronic Equipment (WEEE) via the Safety Office.
- Decontaminate safety cabinets, other equipment and laboratories.
- Work with the Laboratory Manager to ensure compliance to Health and Safety policies and procedures within the Institute.
- Work alongside the Laboratory Manager on projects in the Institute, taking sole responsibility where appropriate.
- Assist the Laboratory Manager to oversee all the Institutes Radiation work.
- Manage the allocation and cleaning of laboratory coats and issuing of staff locker keys.
- Oversee the space management within the Institute's Liquid Nitrogen tanks.
- Undertake any other tasks commensurate to the grade as requested by the Director or Laboratory Manager.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Selection criteria

Essential

- Educated to A Level standard or equivalent
- Recent laboratory support experience in a life sciences environment
- Experience of maintaining laboratory equipment
- Awareness and knowledge of the Health and Safety requirements involved in scientific research
- Highly organised, excellent attention to detail and the ability to manage a varied workload under pressure and meet deadlines
- The flexibility to work independently and as part of a team
- Excellent interpersonal and communication skills with the ability to interact equally effectively with senior academic staff, researchers and support staff
- Computer literate (Windows 7/10, MS Office, Outlook)

Desirable

- Educated to degree level or equivalent in a biological subject
- Wide-ranging lab support experience
- Experience of ordering laboratory consumables and equipment
- Experience of shipping hazardous substances via international couriers



- Experience with Oracle Financials
- Knowledge and experience of handling open source radio nucleotides

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Regular manual handling
- Working with Ionising Radiation
- Working with infectious pathogens (hazard group 2) - Hazard Group 2 pathogens
- Working with blood, human products and human tissues
- Work with any substance which has any of the following pictograms on their MSDS:



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

All applications must be received by **midday** UK time on the closing date stated in the online advertisement

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email. Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.