

<b>Job title</b>	Laboratory Technician
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine
<b>Location</b>	Centre for Medicines Discovery, NDM Research Building, Old Road Campus, Headington, Oxford, OX3 7FZ
<b>Grade and salary</b>	Grade 4: Salary in range £27,838 - £31,459 per annum. This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
<b>Hours</b>	Full-time (part-time hours considered, a minimum of 60% FTE)
<b>Contract type</b>	Fixed-term contract until 31 October 2029 Funding is provided by the Department
<b>Reporting to</b>	Eleanor Williams, Protein Production SRF Co-ordinator
<b>Vacancy reference</b>	174052

<b>Additional information</b>	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship under UK Visas and Immigration legislation, but eligibility will depend on the chosen candidate's details so, if a visa is required, this will be determined once the selection has been completed.
<b>About us</b>	<ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> <li>Unit - <a href="http://www.cmd.ox.ac.uk">www.cmd.ox.ac.uk</a></li> </ul>
<b>What we offer</b>	<a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata)</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul>

## The role

We are looking to recruit a Laboratory Technician to help with lab organisation, stocktaking and ordering of new supplies and simple day-to-day equipment maintenance (training will be provided). This role is to support four of the CMD's SRFs that together comprise around 20 researchers doing experiments in protein production, biophysical and biochemical assays, protein crystallography and mass spectrometry.

You will work with the four SRFs to help monitor, maintain and order consumable stocks as necessary, to ensure smooth functioning of the lab. You will be responsible for the day-to-day upkeep of some equipment and routine laboratory tasks. You will be working closely with the SRF teams, as well as the building and facilities staff, to ensure good communication between all parties. You will need to maintain good records of supplies requested and ordered to ensure efficient purchase of consumables occurs. You will work closely with SRF heads to help with more specialist equipment maintenance and consumable purchases.

You will report to the head of the protein production SRF, who will work with you to ensure a suitable division of work between the four facilities.

## Responsibilities

You will:

- Monitor lab supplies on behalf of the CMD SRFs to ensure stock is maintained and that good records are kept of supplies.
- Order new stock as and when necessary.
- Coordinate between the four SRFs to ensure good communication between them on matters of consumable supplies.
- Communicate with the researchers of the CMD on issues relating to lab organisation and stocking.
- Maintain equipment, including washing, sterilisation and disposal, perform quality checks, and contribute to the general cleanliness and upkeep of the laboratory space and equipment.
- Enter and maintain information on databases.
- Aid in the day-to-day running of the laboratory including organising cleaning rotas.
- Keep up to date with and advise on matters relating to Good Laboratory Practice (GLP), Health and Safety and other regulations relevant to the post.
- Carry out any other relevant duties as may reasonably be associated with the post, and which may be required from time to time.
- Ensure that your work in the laboratory is always conducted safely and that work is undertaken following the appropriate health and safety policies and procedures for the particular area, without compromise to their own safety or that of others who may be affected.
- 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 or equivalent in a science subject.
- Experience of working in a laboratory environment.
- Good organisational skills and strong attention to detail, with the ability to organise and record results in a clear and organised fashion.
- Ability to communicate clearly (verbally and written).
- Ability to work co-operatively as part of a team, as well as independently while taking personal responsibility for assigned tasks.
- IT skills including a knowledge of Word, Excel (i.e. databasing) and PowerPoint programs.
- Knowledge of health and safety regulations.
- Ability to organise your own workload and take initiative as appropriate.

### Desirable

- Experience of carrying out basic scientific procedures in a laboratory environment.
- Experience working with hazardous chemicals.

## 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:

- Lone Working
- Regular manual handling
- 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/](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.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

## 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](mailto:recruitment@ndm.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 70<sup>th</sup> 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.

