

JOB DESCRIPTION AND SELECTION CRITERIA



Job title	Laboratory Technician
Division	Medical Sciences Division
Department	Nuffield Department of Women's & Reproductive Health
Location	Begbroke Science Park, Woodstock Road, Kidlington, OX5 1PF
Grade and salary	Grade 5: £31,459 to £36,616 per annum
Hours	Part Time (approx. 4.5 hours per week) <i>Applications for flexible working arrangements are welcomed and will be considered in line with business needs.</i>
Contract type	Fixed Term for 1 year
Reporting to	Helen Townley
Vacancy reference	177849



THE ROLE

Overview of the Role

A part-time technician position for 12 months (approx. 4.5 hours per week, depending on salary and grade) is available in the Townley group based in the Institute for Advanced Technology, at Begbroke Science Park.

The role is to provide technical and administrative support to ensure the smooth running of the laboratory. The work pattern is negotiable.

Responsibilities

- Typical duties will include autoclaving tissue culture waste, topping up liquid nitrogen storage tanks, deep cleaning of incubators and tissue culture hood, and maintaining a clean workspace.
- Liaising with external suppliers to place orders, negotiate prices, or to arrange for servicing or repairs may also be expected.
- Duties could also extend to preparing simple chemical solutions, or media preparation, or helping with maintenance of cell cultures depending upon experience.
- Ensure the smooth day-to-day running of the laboratory, e.g. by ensuring equipment is functioning and monitoring and ordering stock as necessary
- Liaise with providers and assist in arranging service contracts
- Write and review basic operating procedures
- Maintain equipment, including washing, sterilisation and disposal, perform quality checks and contribute to the general cleanliness and upkeep of the laboratory space
- Assist with inductions and training of colleagues or students
- Provide a point of reference for less experienced team members
- Keep up to date with and advise on matters relating to Good Laboratory Practice (GLP), Health and Safety, COSHH sheets and other regulations relevant to the post.

Please note that responsibilities outlined are not exhaustive, and additional duties may be required appropriate to the grade in line with organisational needs.

SELECTION CRITERIA

You will be asked to upload a CV and supporting statement as part of your online application.

Applications will be judged only against the criteria that are set out below. Applicants should ensure that their application shows very clearly how their skills and experience meet these criteria within the supporting statement. This should describe, with specific examples, how you meet each item listed below. See <https://www.jobs.ox.ac.uk/cv-and-supporting-statement> for further guidance on writing an effective supporting statement.

Qualifications, Skills and Experience

ESSENTIAL

1. Experience of working laboratory environment
2. Experience working with hazardous chemicals
3. Educated to at least A-level or equivalent qualification in science
4. Ability to troubleshoot problems with experiments and arrive at an appropriate solution
5. Strong attention to detail, with the ability to organise samples and record results in a clear and organised fashion
6. IT skills including a knowledge of Word, Excel (i.e. data basing) and Powerpoint programs
7. Ability to organise own work load and take initiative as appropriate
8. Knowledge of health and safety regulations in a laboratory environment

DESIRABLE

Please note that the criteria listed below would be an advantage in this role, but you do not need to meet them to be eligible to apply.

9. Experience using Oracle ordering system

Values and Behaviour

The NDWRH Charter was developed by our staff and students. It is a framework of expected core behaviours and attitudes which focus on positivity and dignity for individuals, their peers, their teams and line managers. Its aim is to move to greater transparency, trust and respect in the way we interact together, helping to build a more supportive and productive workplace for everyone. The core behaviours are listed below:

1. Excellence: You demonstrate a commitment to continuous improvement by actively learning new techniques, seeking feedback, sharing knowledge, and encouraging others to explore how things can be improved.
2. Working Together: You build positive, respectful relationships by collaborating effectively, supporting colleagues, celebrating successes, embracing diverse perspectives, and taking care of shared facilities.
3. Responsibility: You build positive, respectful relationships by collaborating effectively, supporting colleagues, celebrating successes, embracing diverse perspectives, and taking care of shared facilities.
4. Leadership: You demonstrate self-awareness, engage others in leadership, remain visible and accessible, and actively listen to and value others' input.
5. Trust, Ethics & Integrity: You make well-considered decisions with integrity, uphold confidentiality, act ethically, and challenge assumptions and unhelpful behaviour when necessary.
6. Clarity: You communicate clearly and adaptively, ensuring mutual understanding, responding promptly, and simplifying complex information for your audience.

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
- Driving on University business
- Regular manual handling
- 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

Application

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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).

Please upload all documents **as PDF files** with your name and the document type in the filename.

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 at recruitment@wrh.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.

Assessment

Interviews for this post will take place on Thursday 27 February 2025. You will be notified by Thursday 20 February 2025 if you have been shortlisted for interview.

During the interview, you will be asked questions based around the selection criteria listed in this job description.

If you are selected for interview, you will be invited to disclose any special requirements which we might need to consider in relation to the interview arrangements, for example, in the case of disability, access to facilities or equipment. These will not be taken into account in the selection process.

In advance of the interview, you will be asked to complete an online McQuaig Word Survey. You can read more about McQuaig at <https://mcquaig.co.uk/candidate-section/>.

You can find more information and guidance about the recruitment and selection process at the Nuffield Department of Women's & Reproductive Health at <https://www.wrh.ox.ac.uk/candidate-briefing>.

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.

ABOUT THE UNIVERSITY OF OXFORD

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Nuffield Department Women's & Reproductive Health (NDWRH)

The Nuffield Department of Women's & Reproductive Health (NDWRH) is one of the largest and most successful academic departments in the world in its field. There are approximately 160 people working in the department, including senior academic staff, research support staff, clerical and technical staff, and graduate students (including clinicians) carrying out research towards a higher degree. There are also a number of visiting researchers from many parts of the world. The average annual income is approximately £10 million, of which over 75% comes from outside sources.

NDWRH encompasses multi-disciplinary research across the full spectrum of women's health. Our work has four overarching themes; Cancer, Global Health, Maternal & Fetal Health and Reproductive Medicine & Genetics. We focus on genetic studies, the dissection of molecular, biochemical and cellular mechanisms underlying normal and aberrant reproductive tissue function, and clinical studies in women's health, assisted reproduction and pregnancy, as well as growth and development across the first 1000 days of life.

The clinical and laboratory programmes are based in the Women's Centre, John Radcliffe Hospital; Weatherall Institute of Molecular Medicine; Winchester House, and the Big Data Institute, and there are collaborations with the School's Institutes, the University's Science Departments and with researchers outside Oxford, in both the UK and abroad, especially in low-middle income countries.

For more information please visit: www.wrh.ox.ac.uk

The University of Oxford is a member of the [Athena Swan Charter](#) and holds an institutional Silver Athena Swan award. NDWRH holds a departmental Gold award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

BENEFITS OF WORKING AT THE UNIVERSITY

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (including menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the

University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>