|  |  |
| --- | --- |
| **Senior Technician** | |
| **Job Title:** | Research Technician |
| **Reference No:** |  |
| **Reports to:** | Technical Support Team Manager (Biopharmaceutical Sciences and Psychology) |
| **Responsible For:** |  |
| **Grade:** | D |
| **Working Hours:** | 22.2 hours per week (0.6 FTE) |
| **Service:** | Technical Services |
| **Location:** | City Campus |
| **Main Purpose of Role:** | * To provide technical support in chemistry and pharmaceutical sciences to enable the John Dawson Drug Discovery and Development Research Institute to meets its objectives. * To contribute to drug discovery research projects by performing experiments and providing technical support as required, leveraging expertise to enhance the quality of research outcomes. * To provide supervision of undergraduate and postgraduate students conducting research projects. |
| **Key Responsibilities**  **and Accountabilities:** | * Work with the Head of the John Dawson Drug Discovery and Development Research Institute and Technical Team managers, and collaborate effectively with academic, research and technical staff to support Institute operation and utilisation of resources. * Perform organic synthesis of key intermediates to support drug discovery projects, including scale-up from milligram to gram scale. * Perform purification of intermediates and final compounds to support drug discovery projects, using techniques such as recrystallisation, column chromatography and preparative HPLC, where required. * Undertake chemical analysis of organic compounds using commonly used techniques including NMR, LC, UV, IR and melting point. * Ensure compliance with quality control measures for all laboratory procedures and maintain detailed documentation of experimental protocols and results. * Conduct data analysis and prepare data for presentation, publication and funding applications. * Provide laboratory supervision of undergraduate and postgraduate students conducting research projects in the field of medicinal, pharmaceutical and bioorganic chemistry. * Utilise problem-solving skills to troubleshoot technical issues that may arise during experiments and propose solutions or seek guidance as needed. * Support and organize the general lab space, including overseeing the preparation, storage, and inventory control of laboratory equipment and supplies. * Coordinate with the Technical Team manager to oversee the repair and maintenance of laboratory equipment by arranging for repairs, and ensuring equipment is calibrated and operational. * Co-ordinate and conduct training sessions for new lab users, as appropriate. * Ensure all Health, Safety and environment legislation, regulations and University policies are adhered to by all laboratory users. * Produce appropriate SOP’s and Risk Assessments, including COSHH and BIOCOSHH, for laboratory and equipment operation. * Identify relevant and appropriate staff development and training within area of expertise. * Strive for continuous improvement by actively seeking feedback and identifying areas of personal and professional growth for career development. |
| **Special Circumstances:** | Occasional flexibility of work patterns may be required to work evenings and weekends.  Additional duties for the post holder can include support as a fire warden and first aider. |

|  |  |
| --- | --- |
| Part 2A: Essential and Desirable Criteria | |
|  | ***Essential***  **Qualifications and Professional Memberships:** |
| * Master’s Degree in a relevant subject. |
| Knowledge and Experience: |
| * Proven experience of a range of techniques and processes within the area medicinal, pharmaceutical and bioorganic chemistry. * Proven experience of synthetic organic synthesis in an academic or industrial setting. * An extensive knowledge of the set-up and use of specialist equipment within medicinal, pharmaceutical and bioorganic chemistry. * Strong teamwork and collaboration skills, including the ability to work effectively with colleagues from diverse scientific backgrounds. * Knowledge of relevant Health and Safety legislation, with the ability to carry out risk assessments. |
| ***Desirable***  ***Qualifications and Professional Memberships:*** |
| * Health and Safety qualification(s) |
| **Knowledge and Experience:** |
| * Proficiency in statistical analysis and data visualization software. * Effective mentoring and supervisory abilities to support junior lab members and students when required. |
| Part 2B: Key Competencies | |
| **Competencies are assessed at the interview/selection testing stage** | **COMMUNICATION**  **Oral communication**  The role holder is required to, understand and convey straightforward information in a clear and accurate manner and the role holder is required to, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others.  **Written or electronic communication and visual media**  The role holder is required to, understand and convey straightforward information in a clear and accurate manner and the role holder is required to, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others |
| **TEAMWORK AND MOTIVATION**  The role holder is required to be supportive and encouraging of others in a team; help to build co-operation by setting an example and showing a flexible approach to delivering team results; contribute to building team morale as an active participant in the team. |
| **LIAISON AND NETWORKING**  The role holder is required to carry out standard day-to-day liaison using existing procedures in order to ensure dissemination of information in the right format to the right people at the right time; build relationships and contacts to facilitate future exchange of information. The role holder is required to participate in networks within the organisation or externally in order to influence events or decisions; undertake active collaboration to pursue a shared interest. Not a requirement of the role to initiate, develop or lead internal networks. Not a requirement of the role to initiate, develop or lead networks which are external to the institution |
| **SERVICE DELIVERY**  The role holder is required to deal with internal or external contacts where the service is usually initiated by the role holder, working within the organisation's overall procedures or policies OR proactively seek to explore and understand customers' needs; adapt the service accordingly to ensure the usefulness or appropriateness and quality of service (content, time, accuracy, level of information, cost). |
| **DECISION-MAKING PROCESSES AND OUTCOMES**  The role holder is required to take independent decisions that have a moderate impact. The role holder is required to be party to some collaborative decisions; work with others to reach an optimal conclusion that have a moderate impact. The role holder is required to provide advice or input to contribute to the decision-making of others that has a significant impact. |
| **PLANNING AND ORGANISING RESOURCES**  The role holder is required to plan, prioritise and organise their own work or resources to achieve agreed objectives. |
| **Date Completed:** | January 2024 |