
University of Sunderland

Role Profile

Part 1

Lifechanging



**University of
Sunderland**

Pharmaceutics Technician

Job Title:	Pharmaceutics Technician
Reference No:	
Reports to:	Andrea Small
Responsible For:	Pharmacy Support
Grade:	C
Working Hours:	8.30 – 5.15pm Monday – Thursday 8.30 - 4.45 Friday
Faculty/Service:	Technical Services
Location:	City Campus (Sciences Complex)
Main Purpose of Role:	<ul style="list-style-type: none">• Provide technical support to enable the Faculty to meet its objectives in a range of technical activities in the area of Biopharmaceutical Sciences within the Faculty of Health Sciences and Wellbeing, supporting all practical aspects of laboratory operations to students, staff and external agencies.• Provide resources (materials, solutions and equipment) for student classes, student projects, research and external activity work.• Illustrate to, assist and advise students and staff in the safe use and operation of equipment and experimental apparatus and to carry out procedures and operate equipment as required by the Senior Technician/ Technical Support Team Manager.• Commission and operation of new equipment, and illustrate the safe use of such equipment to students and staff after suitable training.• To monitor equipment inventory and maintain and order adequate stock levels of materials etc., and to operate approved Faculty procedures for the use and loan of equipment.• Participate in relevant and appropriate staff development and training.• Produce appropriate S.O.P's for lab and equipment operation.• First line maintenance of equipment and experimental apparatus.• Ensure compliance with Health and Safety legislation, regulations and University policies are followed. Identify and report any health and safety issues and develop SOP's.• Ensure the transportation and operation of equipment as directed by the Senior Technician/ Technical Support Team Manager.• Ensure tidiness and cleanliness of laboratories / teaching rooms, studios in area of responsibility with ready access to equipment and materials.

Key Responsibilities and Accountabilities:

- Maintain and apply skills and knowledge of relevant techniques and equipment supporting academic delivery in Sciences, with a particular focus on Pharmaceutical Sciences.
- Ensure preparation of practical teaching environments for student teaching, examinations sessions and local, national and international events.

Special Circumstances:

Occasional flexibility of work patterns may be required to work evening & weekends (if required)



Part 2A: Essential and Desirable Criteria

	<p>Essential</p> <p>Qualifications and Professional Memberships:</p> <ul style="list-style-type: none"> • Degree in Pharmaceutical Sciences or a related subject or substantial professional experience
	<p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Experience of working in a technical team or equivalent • Demonstrable record of Customer Service skills • Knowledge of relevant Health and Safety legislation, with the ability to carry out risk assessments • Use of scientific equipment
	<p>Desirable</p> <p>Qualifications and Professional Memberships:</p> <ul style="list-style-type: none"> • Health and Safety qualification(s)
	<p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Experience of working in a technical environment or similar work in an Educational establishment

Part 2B: Key Competencies

<p>Competencies are assessed at the interview/selection testing stage</p>	<p>Communication</p> <p>The role holder receives, understands & conveys straightforward information in a clear and accurate manner. In addition, the role holder receives, understands & conveys information which needs careful explanation or interpretation to help others understand, taking into account what to communicate & how best to convey information to others</p>
	<p>Teamwork & Motivation</p> <p>The role holder is required to be supportive and encouraging of others in a team, help to build co-operation by setting an example & showing a flexible approach to delivering team results, contribute to building team morale as an active participant in the team.</p>
	<p>Liaison & Networking</p> <p>The role holder is required to carry out standard day to day liaison using existing procedures in order to pass on information promptly, keep people informed to ensure co-operation of effort and that work is done effectively.</p>

The role holder is required to participate in networks within the institution or externally in order to pass on information promptly, keep people informed to ensure co-ordination of effort & that work is done effectively.

Service delivery

The role holder is required to deal with internal & external contacts where the service is usually initiated by the role holder, working within the institution's overall procedures or policies, AND OR understand & explore customer's needs, adapt the service accordingly to ensure the usefulness or appropriateness & quality of service (content, time, level of information, cost)

Planning & Organising Resources

The role holder is required to plan, prioritise their own work or resources to achieve agreed objectives

Initiative & Problem Solving

The role holder is required to solve standard day to day problems as they arise, choose between a limited number of options which have clear consequences by following guidelines or referring to what has been done before, recognise when a problem should be referred to others. The role holder is required to use initiative & creativity to resolve problems where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning, weighing up the pros & cons of different approaches, identify & assess practical options, break down into component parts

Analysis & Research

The role holder is required to analyse routine data or information using predetermined procedures & gathering the information from standard sources, work accurately to complete the task precisely as specified

Sensory & Physical Demands

The role holder is required to carry out tasks which require either mastery of a range of sensory or physical techniques, concentration to co-ordinate different sense or precision in applying these sensory skills, or involve considerable physical effort

Work Environment

The role holder is required to understand variability in their working environment & its potential negative effect on the work process or health & safety of the individual or colleagues, determine the level of risk and appropriate response

Date Completed:

August 2017