



Laboratory Technical Assistant



Role Description

GRADE

Grade 2

LOCATION

Sighthill Campus,
Edinburgh

LINE MANAGER

Senior Technician

Role Summary

The post holder will be part of a team supporting practical class teaching within the School of Applied Sciences, primarily in the biomedical science section.

Line Management Responsibility for:

This role does not have any line management responsibilities currently

Main Duties and Responsibilities

- Setting up and clearing away practical classes.
- General care and housekeeping of the Section.
- Removal and disposal of laboratory waste (clinical waste, sharps etc.)
- Replenishing stocks such as gloves and consumables, and reporting on reordering requirements.
- Carry out routine maintenance and cleaning of equipment.
- Assisting with the preparation of laboratory practical classes.
- Providing technical assistant support to undergraduate and postgraduate projects.
- Respond to enquiries received in person, by telephone or email, taking appropriate action where necessary. This will include dealing with students, academic staff, external organisations and other university colleagues.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).
- Undertake any training and development deemed appropriate for the position by the senior technician or technical manager and any other duties required by the school within the scope of the grade.



PERSON SPECIFICATION

ESSENTIAL DESIRABLE

Education / Qualifications

- GCSE, Higher or equivalent level education, or equivalent relevant/demonstrable experience.

✓

Skills / Experience

- Basic understanding of laboratory work.
- Knowledge of Health and Safety and undertaking of good laboratory practice.
- The ability to be proactive, flexible and work effectively within a team.
- Good communication skills, both verbal and written.
- Good organisational skills.
- Experience of working in a science laboratory.
- Experience of working in Higher Education institutions.
- Well-developed IT skills.

✓

✓

✓

✓

✓

✓

✓

✓