

Role Description

Role Title: Laboratory Technician	Pay Grade: Grade 5
Normal Place of Work: Ashley Down & College Green	Line Manager: Head of Department – Academic Studies
Normal Working Hours: Term Time only	Responsible For: N/A

ROLE PURPOSE

Under the general supervision of a course or programme team leader, to provide help, assistance and advice to students in learning new skills and other related technical duties

PRINCIPAL ACCOUNTABILITIES

1. demonstrate the use of equipment to individual students or groups including all relevant health and safety issues
2. discuss all practical activities with the course or programme team leader
3. observe and maintain all current health and safety regulations as appropriate to the area of work
4. deal with queries when supervising students
5. establish acceptable standards of tidiness in the laboratory ensure that students carry out appropriate activities in connection with the above
6. participate in course team meetings, management meetings and staff development activities
7. maintain personal skills and knowledge relevant to the curriculum and to keep up-to-date in current methods appropriate to the area of work
8. ensure that practical equipment is available in a serviceable and safe condition for use by the teaching programme
9. prepare materials as required for use by students in practical work and activities
10. maintain practical equipment necessary for the delivery of the curriculum to a serviceable and safe condition; to refer any equipment requiring repair by manufacturer or contractor to the budget holder
11. be responsible for stock control, storage and maintenance of agreed levels of consumable materials
12. assist in the maintenance of practical areas in a clean and tidy condition
13. prepare material for course delivery by academic staff, including audio-visual aids and the reproduction of notes
14. maintain, as required, reference material for use by students and staff
15. supervise students doing project and portfolio work
16. Undertake ad hoc projects, as directed and contribute to cross-college working groups.
17. Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
18. Work towards and support the College's vision and the objectives.
19. Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
20. Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.

21. Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.
22. Reflect critically on own professional practice and discuss annually, at performance review, how performance can be improved and where appropriate agree what actions can be taken for further improvement.
23. Undertake such other duties as may reasonably be required commensurate with the general level of responsibility, at the normal place of work or at any another College location.
24. Undertake ad hoc projects, as directed and contribute to cross-college working groups.
25. Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
26. Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
27. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: integrity, respect, ambition and pride

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Safeguarding

City of Bristol College is committed to safeguarding children and vulnerable adults. All new employees to the College are required to complete and obtain an enhanced DBS disclosure.

Further information will be sent to all prospective staff as part of the application process.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE at levels A - C including Maths and English or equivalent	✓		AF/Cert
Level 3 qualification in Science	✓		AF/Cert
A level Chemistry/Biology		✓	AF/Cert
Health & Safety qualification		✓	
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Previous experience of working within a laboratory	✓		AF/IV
Experience of working with 16-18 year old and adult learners		✓	AF/IV
An understanding and commitment to equality and diversity.	✓		AF/IV
Ability to demonstrate strong organisational and administration skills.	✓		AF/IV
Knowledge of FE or HE sector.		✓	AF/IV
Supervision of an apprentice when required		✓	AF/IV
SKILLS AND ABILITIES			
Good analytical skills.	✓		AF/IV
Excellent verbal and written communication skills.	✓		AF/IV
Strong IT skills, familiar with Microsoft Office applications.	✓		AF/IV
Highly organised and able to prioritise and meet deadlines in a busy working environment with possible conflicting priorities.	✓		AF/IV
Able to work in a team.	✓		AF/IV
Effective customer service skills.	✓		AF/IV
Excellent interpersonal skills.	✓		AF/IV
Ability to successfully demonstrate a proactive approach to work.	✓		AF/IV
This job entails travel throughout the Bristol and South Gloucestershire area. Some college sites are poorly serviced by public transport, therefore in order to carry out the work in a timely and efficient fashion you are required to have access to a motor vehicle and possess a valid driving licence.	✓		IV
You should be flexible and be able to work with a minimum of supervision.	✓		IV
A standard 37 hours a week is in operation but at times during the year this may need to be exceeded, time off later will be allowed.	✓		IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV

Cert

= Assessed via interview

= Certificate checked at interview

Signed

Date