

**JOB DESCRIPTION**

<b>Job Title:</b>	Laboratory Technician		
<b>Department:</b>	Research and Knowledge Exchange	<b>Location:</b>	Thurso
<b>Grade:</b>	£29,238 - £30,481, NSUP14-17		
<b>Report To:</b>	Research Fellow		

**PURPOSE**

To provide high quality laboratory technical support for Research and Knowledge Exchange and its commercial, research and teaching activities.

**JOB SUMMARY**

Post holders will:

- Assess problems and use experience or consult procedures to determine the most appropriate action.
- Plan and organise their own work, co-ordinating the various strands of their responsibilities to ensure that end results are effectively achieved. This forward planning may be for weeks and months ahead and there may be some contribution with others to longer term developments within their unit/department.
- Require sufficient communication skills to convey information and to provide explanations to stakeholders (e.g. students and staff). Precedent will often define the approach to be taken when undertaking duties.
- Determine what actions they will take within the parameters of existing procedures and policies. Supervision will normally be available when required, for example, in the event of unforeseen problems or issues. However, in general terms supervision is not close.

**DUTIES AND RESPONSIBILITIES**

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

**TECHNICAL SUPPORT ACTIVITIES**

- Operation and maintenance of laboratory instruments and associated IT.
- Preparation of sample materials, compounds and solutions.
- Extraction, analysis and determination of samples using simple and more specialised apparatus, i.e., using spectrophotometers and chromatographic equipment.
- Calibration of field equipment/analytical instrumentation.
- Ensure instrumentation is available and functional to enable laboratories to run successfully.
- Maintain accurate records of tests/experiments/technical procedures.

- Provide staff and students with appropriate factual information on how experiments and instruments operate.
- Assist staff and students in the use of equipment and apparatus, e.g., balances, microscopes, pH meters, spectrometers, etc.
- Resolve routine work problems independently, referring more complex problems to senior colleagues.
- Provide support to staff and students, including installation, maintenance and basic configuration of lab equipment - adhering to standard procedures devised for this purpose.
- Undertake day-to-day laboratory duties such as maintaining stocks of chemicals/consumables and maintaining cleanliness.
- Undertake certain field work tasks (i.e., sampling) as and when required
- Ensure up to date H&S and COSHH practices are followed in relation to laboratory activities.

## **GENERAL**

- Proactively contribute to own personal development and support the wider sustainability of UHI North, West and Hebrides.
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.
- Ensure consistency and equality at all times.
- Ensure compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others.
- Work collaboratively with colleagues to ensure a whole college focus and approach.

## **CONTEXT**

- UHI North, West, and Hebrides (UHI NWH) Research and Knowledge Exchange (KE) is committed to making a meaningful impact on our local communities by addressing key challenges and opportunities facing the Highlands and Islands. Through research and KE activities, we contribute significantly to the UHI portfolio, enhancing its capacity to drive positive change, support regional development, and foster innovation with global reach.
- This role is integral to achieving these objectives. The post holder will be expected to take a proactive approach, demonstrating strong organisational skills and the ability to engage effectively with research, KE, teaching, and support staff at all levels, as well as external stakeholders. They will play a role in delivering and/or supporting research excellence, advancing innovation, and facilitating knowledge exchange to maximise the impact of our work.
- A commitment to upholding the highest professional standards and contributing to a culture of research and KE excellence is essential. Due to the nature of this position, the post holder will have access to highly confidential and sensitive information. They will be required to handle such matters with discretion, professionalism, and sound judgment at all times.

**PERSON SPECIFICATION**

<b>Criteria</b>	<b>Essential</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Requires qualifications equivalent to HNC level plus approximately 5 years' relevant work experience, or, degree in a relevant subject plus experience in a relevant lab environment.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Working knowledge of relevant systems, equipment, processes and procedures</li> <li>Understanding of health and safety regulations and procedures</li> <li>Good oral communication skills, plus sufficient written communication skills, for example, to write up experiments, establish and clarify facts and deal with enquiries</li> <li>Experience of undertaking a range of technical support activities without constant guidance</li> <li>Knowledge of lab systems, including the ability to set up and configure systems and trouble shoot problems to ensure first level support</li> </ul>
<b>Quality Indicators</b>	<ul style="list-style-type: none"> <li>Competence with equipment, systems and technical apparatus.</li> <li>Ability to assess problems and take appropriate action</li> <li>Quality of technical service provided within a team</li> <li>Effective, accurate task completion</li> <li>Ability to plan and organise own workload/tasks</li> <li>Knowledge of, and adherence to, Health and Safety and Equal Opportunities policies</li> <li><b>Delivery</b> – Completes work on time and to agreed standards with the Line Manager.</li> <li><b>Teamwork</b> – Makes a meaningful contribution to internal and external teams, providing mentoring or supervision where applicable.</li> <li><b>Communication</b> – Engages effectively with all relevant stakeholders through clear written and verbal communication in reports, presentations, and collaboration.</li> <li><b>Customer Service</b> – Delivers high-quality service to key stakeholders, including funders, students, and partners.</li> <li><b>Time Management</b> – Priorities tasks effectively and, where appropriate, manages projects efficiently.</li> <li><b>Systems</b> – Demonstrates competence in relevant software, systems, and processes.</li> <li><b>Adaptability</b> – Embraces change, adopts new methods, and engages in continuous professional development.</li> <li><b>Ethics &amp; Integrity</b> – Upholds ethical research practices and academic integrity.</li> <li><b>Technical Proficiency</b> – Applies appropriate research methods, data analysis, and tools effectively.</li> <li><b>Policy</b> - Knowledge of, and adherence to the Institutions policy environment.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Be willing to work flexible hours when necessary to meet requirements of the post</li> <li>Be willing to travel on College business, between UHI centres, as required</li> <li>Commitment to support the achievement of UHI's Sustainability Policy and Strategy objectives</li> </ul>

**KEY TERMS AND CONDITIONS OF EMPLOYMENT**

<b>Hours of Work</b>	This post is for 35 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
<b>Duration</b>	This a full-time, permanent post.
<b>Salary</b>	The salary for this post is on Support Scale Point 14-17, currently £29,238 - £30,481 per annum.
<b>Holidays</b>	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
<b>Location</b>	The position will be based primarily at our Thurso Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
<b>Pension</b>	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
<b>References/ Medical Assessment/ PVG Check</b>	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

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