



FURTHER PARTICULARS – REF: LS0142

SCOTTISH INSTITUTE FOR CELL SIGNALLING

**TECHNICIAN
GRADE 4 (£17,329-£19,972)**

Purpose of the post: To assist the Laboratory Manager in the provision of the support service for research staff working in a life science environment.

Principal Duties:

a. Procurement Administration

- General sourcing of laboratory equipment and consumables ensuring best value under guidance of the Laboratory Manager
- Place purchase orders using electronic ordering systems
- Check purchase transactions on financial monthly reports
- Receipt delivery of goods and equipment where necessary
- Deal with invoice pricing queries under the guidance of Laboratory Manager
- Request consumable and equipment pricing for Grant Applications

b. Equipment Maintenance

- Inventory/Asset Register Update
- Action general equipment repairs including warranty repair visits, core funded equipment repairs and update service database
- Responsible for maintaining core equipment
- Coordinate disposal of equipment and maintain records

c. Health and Safety

- Liaise with Laboratory Manager regarding safety issues
- Monitor that safe working practice is followed throughout and report issues to Laboratory Manager
- Maintain safety trolley contents
- Maintain first aid box contents

d. Housekeeping

- Report building fabric repairs and liaise with Estates and Buildings personnel
- Ensure permits to work are completed where appropriate
- Assist in ensuring all laboratory areas are tidy and safe working environment is maintained
- Assist above bench cleaner and lab assistant cleaning communal areas e.g. fume hoods, cold rooms, preparation rooms, darkrooms, radioactive suites
- Coordinate removal of chemical waste
- Liaise with wash up staff reporting ongoing issues to the Laboratory Manager
- Maintain communal stocks of consumables

The duties of the post outlined above are not exhaustive, and the postholder will be expected to be cooperative and flexible, undertaking such other duties as may be reasonably required of a member of technical staff in the University.

The position is available for 3 years.