

**UNIVERSITY OF CAMBRIDGE
DEPARTMENT OF VETERINARY MEDICINE**

Further Particulars

Senior Laboratory Technician in Neurosciences Research Group

Background Information

The Department of Veterinary Medicine, commonly known as the Veterinary School, is situated adjacent to the city centre of Cambridge on Madingley Road, on the University's West Cambridge Site. The site currently houses the Department of Physics (Cavendish laboratories), the Nanoscience centre, the new Physics of Medicine facility and the Gates Computational Science centre, sections of the Department of Engineering, residential accommodation, and a nursery. The site is being further developed to provide new purpose built accommodation for science and technology departments, as well as a centre of excellence meeting centre. Further details about the Department are available at <http://www.vet.cam.ac.uk>

The Neurosciences Research Group includes one Professor, one Wellcome Trust Fellow, one Assistant Director of Research, eight Post-Doctoral Research staff, ten PhD Students, two - five Research Visitors and one Secretary and is led by Robin Franklin, Professor of Neuroscience.

Role

The role provides microscopy (electron and light) services to the Neuroscience Research Group and members of the Cambridge Centre for Myelin Repair. The role holder will be required to discuss and advise on experimental protocols for microscopy with researchers and PhD students and will ensure the smooth running of the Neurosciences Laboratory and to maximise productivity and compliance with Health and Safety requirements.

The role is responsible for dealing with budgets to cover microscopy, tissue culture and laboratory expenses. This involves evaluating and making suitable charges to various grants and cost codes to cover expenses incurred, to ensure that there is sufficient income to cover consumables and other costs.

	Key duties and responsibilities	% time spent/ frequency
1	Manage the requirement of the Neurosciences Laboratory, which comprises of one Professor, one Wellcome Trust Fellow, one Assistant Director of Research, eight Post-Doctoral Research staff, ten PhD Students, two - five Research Visitors and one Secretary.	20
2	Overall supervision of junior staff and technical work of ten PhD students and research workers to ensure relevant Health and Safety regulations are observed by those using the Neurosciences Laboratories (28 rooms) in accordance with best laboratory practice.	15

3	Ensure that all electrical and mechanical apparatus is maintained in a serviceable condition to identify faults, organise and liaise with service engineers if apparatus needs repairing.	5
4	Arrange, oversee and deal with building refurbishments and any recognised problems within the building. Deal with tradesmen to ensure that the working environment complies with health and safety. Liaise with Facility Manager.	10
5	Provide full transmission electron microscope service to Neurosciences and members of the Cambridge Centre for Myelin Repair.	20
6	Train and supervise research staff in relevant electron microscopy techniques and with use of electron microscopes. Research relevant scientific information connected with their research.	10
7	Responsible for maintaining electron microscope and ancillary equipment recognise faults and arrange for repair by appropriate service engineers.	10
8	Responsible for making decisions on charges to grants, cost centres to cover the cost of consumables for microscopy, tissue culture, general laboratory and operational budget. Liaise with accounts for budget information.	5
9	Make decisions sourcing and ordering through UFS for consumables and equipments.	5

Decision Making

Decisions taken by the role-holder without reference to others

Source and order consumables and equipment, as required.

Assess and implement action in event of equipment not functioning correctly and building services needing attention.

Assess what is required to maintain electron microscopes, light microscopes and microtomy equipment in a usable state.

Decisions taken by the role-holder in collaboration with others

Make necessary charges to research grants and other external cost codes to cover laboratory costs incurred.

Decide the best way to prepare and process post mortem and experimental tissue samples.

Discuss with PhD students, research workers the most suitable protocol to prepare and view their samples.

Decisions taken by others following advice or inputs by the role-holder

Discuss and inform staff on health and safety matters also the appropriate working practice for handling samples using laboratory equipment, electron microscopes and equipment using lasers.

Discuss with staff problems with health and safety and security within the building.

Problem Solving

Assess specimen preparation queries made by PhD students, research workers and then finding suitable solutions through contacts, textbooks or own experience.

Deal with breakdown of electron microscope and all equipment in Neurosciences. Decide whether the problem can be solved locally or if an outside repair company is required.

Attending to building services (i.e. gas, electric, etc) emergencies and carrying out a suitable course of action i.e. whether to contact Senior Chief Technician, Estate Management and Building Services or Department's maintenance engineers.

Recognise and deal with potential safety hazards (chemical etc). Provide a method to control the hazard or contact the relevant safety personnel.

Assess a problem (e.g. repair of equipment) that requires expenditure and identify source of funding from which this cost can be met.

Work Environment

Carry out specimen techniques for microscopy, which require hazardous chemicals such as osmium tetroxide, formaldehyde, glutaraldehyde and epoxy resins on a possible daily basis. Required to use safety equipment such as fume cupboards, laboratory coats, goggles and suitable gloves and have written risk assessments for these tasks.

Have a role for the Health and Safety of PhD students and research workers, being proactive in writing and checking that staff have read or written the appropriate risk assessments for the experimental methods to be used.

Work in photographic darkroom, so need sense of touch.

Dealing with changing gas cylinders and ensure that instructions and information for safe handling of these is displayed.

Teaching/Training

Instruct and oversee as required PhD students and research workers on how to use the electron microscope and various scientific apparatus.

Training and addressing queries on specimen preparation for microscopy.

Explain to new staff and remind existing staff of the requirement for experimental procedures to have associated risk assessments to confirm with Health and Safety regulations.

Person profile

Essential knowledge, skills and experience required for role

Education & qualifications	HNC/HND level in relevant discipline is preferable
Specialist knowledge & skills	Experience of electron microscopy techniques, knowledge of Laboratory management and Health and Safety. Good level of IT skills Able to demonstrate good time management skills and the ability to accept responsibility Experience of using on line financial systems and knowledge of management of budgets
Interpersonal & communication skills	Good communication skills to enable explanation of technical issues and processes.
Relevant experience	Significant experience in laboratory management including the ability to manage several projects at one time. Supervisory experience would be advantageous as the roleholder will be required to demonstrate tissue processing and basic histology techniques to students and junior staff.

For informal enquiries please contact Mike Peacock by email map24@cam.ac.uk

Vacation Entitlement

You are entitled to paid annual leave of 36 days including public holidays in any one academic year. The periods or period of leave must be agreed, in advance with your supervisor.

The period for calculating entitlement for holiday is the academic year, i.e. 1 October to 30 September.

Contract Period

The appointment will be for a period of 24 months (with a possible extension for a further three years) and will be subject to a 6-month probationary period.

Stipend

The pensionable scale of stipends for a Senior Laboratory Technician is £23,661.00 to £26,629.00.

Hours of Work

Your hours of work are 36.5 hours a week.

Equal Opportunities

The University of Cambridge is committed to a policy and practice which require that entry into employment with the University and progression within employment be determined only by personal merit and by the application of criteria which are related to the duties of each particular appointment and the relevant stipend or salary structure.

No applicant for an appointment in the University, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion or age. If any employee considers that he or she is suffering from unequal treatment, he or she may make a complaint, which will be dealt with through the agreed procedures for dealing with grievances.

Part-time Working and Disability

The University has policies on arrangements for part-time work and disability. These can be accessed on the University website at <http://www.admin.cam.ac.uk/offices/hr/policy/> should any applicant have specific requirements at interview they should contact Melissa Large as a matter of urgency.

Pre-employment Checks

An offer of employment will be conditional upon the satisfactory outcome of a pre-employment health check. Whether an outcome is satisfactory will be determined by the University.

No Dogs on Site Policy

Please note that it is the Department's policy that members of staff and students joining the Department are not allowed to bring dogs on site.

Application Procedure

Applicants should supply the following documents:

- A letter of application stating areas of interest
- A current Curriculum Vitae
- A completed CHRIS/5 application form

For a CHRIS/5 application form contact Melissa Large on 01223 337055, or download from <http://www.vet.cam.ac.uk/news/>

Applications should be sent for the attention of Melissa Large, Department of Veterinary Medicine, Madingley Road, Cambridge, CB3 0ES.

Applications can be made via email to vetmed@hermes.cam.ac.uk quoting the PN12562 reference in the subject line.

Closing date for applications 1st March 2012
Interviews for the post will be held on 21st March 2012.