

# Job description

8 August 2024

## Full time Laboratory Technical Officer

### Company Context

**INTO's mission: Transforming international student academic and career success through winning university partnerships.**

INTO University Partnerships is an independent organisation committed to expanding higher education and career opportunities for students across the globe.

We believe in the power of education to transform lives. We believe that movement of students leads to movement of ideas, which in turn creates better and more successful societies.

We connect students seeking quality international education with leading universities worldwide aspiring to widen their global reach and impact. Achieving the best learning experience and career prospects for students is central to our mission.

Since our inception in 2005, INTO has pioneered innovation in international education and created groundbreaking partnerships with 30 universities in the US, UK and Australia. We have so far helped more than 130,000 students from 190 countries realise their dream of achieving a degree from a world-class university. We also equip students to get a head start in building a career. We do this by offering exceptional academic and employability skills programmes.

We are active in over 120 countries and provide unrivalled personalised service to international students with more than 1,500 experienced staff worldwide and a global network of 2,000 recruitment partners.

Our websites have details of how we are organised and our outstanding achievements so far:

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## Role

INTO Manchester are recruiting a Band C Laboratory Technical Officer. This role will support the International Foundation Year Science team in the delivery of practical Science activities. The successful candidate will be involved in the preparation of materials to be used within the INTO Manchester teaching laboratories, as well as appropriate technical maintenance and health and safety responsibilities within the laboratory and preparation space.

The successful applicant will work to support staff teaching on our International Foundation Year, preferably commencing in September 2024.

The hours of work will be 37.5 hours per week, Monday to Friday, between 08:00 and 17:00. Specific times will be agreed prior to commencement of employment with the line manager, with leave to be taken predominantly at non-teaching points in the academic calendar.

## Reporting line

The Laboratory Technical Officer reports to the Academic Manager for Science & Engineering.

## Job purpose

- To provide practical laboratory support to the relevant International Foundation Year academic teams.

## Key accountabilities and duties

- To ensure that the physical environment in which students and staff work is prepared and safely maintained for such users.
- To assist with the maintenance and repair of equipment and to prepare materials and resources for use in practical sessions.
- To demonstrate use of equipment and to be involved in the preparation of practical learning materials.
- To undertake designated Health and Safety responsibilities, in liaison with appropriate staff.
- To ensure the provision of a safe and quality service to staff, students and other building users.
- To set up and break down equipment and ensure that the laboratory is available for use for teaching sessions promptly.
- To be available in the laboratory as a resource for staff and students, as agreed with staff.
- To monitor stock levels, inspect equipment and promptly act upon any shortages/damage.
- To undertake any health and safety responsibilities with particular reference to COSHH and to ensure safe working practices and a safe working environment.
- To report all equipment breakdowns to the relevant Manager.
- To report all equipment, material, consumable or chemical shortages to the relevant Manager.
- To carry out stock taking activities and ordering of equipment, materials, consumables and chemicals when required, in liaison with the Academic Manager for Science and Engineering.
- To assist in the development of relevant procedures and processes to support delivery of practical science activities, in conjunction with appropriate staff.

### General:

- Adhere to all company policies and procedures including those in relation to own and others' health, safety and wellbeing

- Comply with General Data Protection Regulations in relation to student and company data.
- Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.
- We reserve the right to introduce changes in line with technological developments which may have an impact on your job duties or methods of working.

## Location

The successful candidate will be based at the INTO Manchester Centre, based close to Oxford Road Railway Station, in central Manchester. In addition, occasional travel to other sites around Manchester or further afield may be required. Some meetings may be held in nearby offices.

## Salary

Salary Band C - £27,253.00 - £34,498.00

## Safeguarding

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

Please see the next page for person specification...

## Person specification

	Essential	Desirable
<b>Legal status</b>	<ul style="list-style-type: none"> <li>• Appropriate DBS disclosure will be required prior to confirmation of appointment</li> <li>• Eligibility to work in and travel freely to and from the UK</li> </ul>	
<b>Education/qualifications</b>	<ul style="list-style-type: none"> <li>• An undergraduate Science degree in a relevant area (Biology and/or Chemistry related, or appropriate General Science) or a relevant level 4 qualification with prior experience</li> <li>• Health and Safety training</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH trained</li> </ul>
<b>Experience and achievements</b>	<ul style="list-style-type: none"> <li>• Experience working in a wet science laboratory (biology or chemistry based)</li> <li>• Experience of maintenance and repair of basic laboratory equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with international students/in an international environment</li> <li>• Experience in the maintenance of recirculating fume cupboards</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Excellent command of written and spoken English</li> <li>• Ability to prepare practicals in relevant subject areas (Biology and Chemistry)</li> <li>• Good working knowledge of health and safety issues</li> <li>• Appropriate knowledge required to complete COSHH forms and dispose of laboratory waste.</li> <li>• Good knowledge of practical aspects and trouble shooting in science</li> <li>• Strong communication skills</li> <li>• Good administration and organisational skills</li> <li>• IT literate</li> <li>• Ability to build and manage relationships with teaching staff and students from a range of linguistic, ethnic and cultural backgrounds</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to carry out safety checks on equipment</li></ul>	
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