# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>Job type</td>
<td>Full-Time, Permanent</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 6</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Technical Operations Manager</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Purpose of the Post**

Based in the Department of Biological Sciences to coordinate and provide technical support of practical sessions across the first and second years in undergraduate practical teaching. Mainly in Biology and Ecology (organismal) subject areas.

Responsibility for the safe, efficient care and running of department laboratories, equipment and associated facilities as directed by the Technical Operations Manager or nominated deputy.

**Key Tasks**

- Preparation of laboratory and field equipment and materials for teaching.
- Preparation of specialised solutions, gels, media and reagents.
- Setting up, cleaning and clearing away of the above.
- Working with the academic in charge to ensure the smooth running of the practical session or field trip.
- Coordinate, supervise and where appropriate – delegate the work of other technical staff within the team. Liaise with technical staff in other areas of teaching and research.
- Maintain and care for teaching microscopes, equipment and associated facilities.
- Maintain biological resources such as insects, amphibians, higher plants and materials that require specialist storage, working with team members when required.
- Check, replenish and order or acquire from stores, stocks of chemicals, glassware and laboratory consumable items.
- Conduct CoSHH and risk assessments following College Guidelines.
Responsible for the care and maintenance of the 3rd year project laboratory including assistance to the students using the laboratory and equipment.

Setup of audio-visual and display equipment for teaching and events in laboratories liaising with AV department / IT when required.

Provide assistance in research laboratories when available, and required. To gain experience of new techniques that may be transferable to future practical session development and delivery.

Assisting with Department safety checks i.e. legionella flushing.

**Other Duties**

Support Open Days, Applicant Visit days and other public, or department events, occasionally at weekends.
Provide technical support on external visits and field trips.
Cover for occasional staff absences in plant growth facilities when required.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The post holder will be required to liaise with:
Colleagues within the department, other technicians, administrative and academic staff
Students – undergraduate and postgraduate
Other departmental technicians across the college
Estates and maintenance personnel
External suppliers; service engineers.