Centre Laboratory Technician
Information for Candidates

Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL

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Job Description

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Terms of Appointment
Vacancy Reference: 1800062

Job Title: Centre Laboratory Technician

Department: Sainsbury Wellcome Centre

Salary: £24,506 - £27,863 per annum inclusive of London Allowance (salary will be pro rata for part-time staff)

Grade: 5

Hours: 36.5 per week (full-time, 1.00 FTE); SWC would be willing to consider a candidate working 25 hours per week Mon, Wed, Fri (part-time, 0.68 FTE)

Reports to: Centre Laboratory Manager

About the Sainsbury Wellcome Centre

The Sainsbury Wellcome Centre (SWC) brings together world-leading scientists to investigate how brain circuits process information to generate perception, form memories and guide behaviour. Developed through the vision and partnership of the Gatsby Charitable Foundation and Wellcome, and with substantial investment from these partners, the mission of the SWC is to generate experimentally testable theories of brain function.

The Centre will comprise around 14 highly interdisciplinary experimental research groups accommodated in a new, purpose-designed building, offering an outstanding and unparalleled research environment. SWC scientists use a broad spectrum of the latest advances in molecular and cellular biology, imaging, electrophysiology and behavioural techniques and enjoy state-of-the-art research laboratories, cutting-edge scientific equipment, technologically-advanced prototyping and fabrication laboratories and custom in-house high-performance computing facilities. The full complement of scientists in the Centre is expected to reach around 150 together with circa 50 dedicated support staff.

Further details about the Sainsbury Wellcome Centre can be found at www.sainsburywellcome.org.

The Sainsbury Wellcome Centre is part of the UCL School of Life and Medical Sciences (SLMS). SLMS brings together four UCL Faculties to create one of the largest and most prestigious aggregations of academics in biomedical, life and population health sciences worldwide; there are nine Nobel Prize winners associated with Life Sciences at UCL. The School has a global reputation for teaching, informed by cutting-edge research. A full profile of the School can be found at: http://www.ucl.ac.uk/slms/about-us. The School is structured into four Faculties: Brain Sciences; Life Sciences; Medical Sciences; and Population Health Sciences. SWC is most closely linked with the Faculties of Brain Science and Life Sciences.

Further details about UCL can be found at www.ucl.ac.uk.

Professional Services at the Sainsbury Wellcome Centre

The Sainsbury Wellcome Centre has a specialist and experienced professional services team led by the Centre Manager. It is structured to efficiently support research activity and deliver effective management and operational leadership of the SWC.

SWC prides itself on offering a high quality administrative, technical and operational support function, and fully supports the professional development and progression of its staff, actively encouraging colleagues to learn new skills and broaden their experience. The SWC is supported in this aim by UCL’s Organisational
Development team ([https://www.ucl.ac.uk/human-resources/learning-and-development](https://www.ucl.ac.uk/human-resources/learning-and-development)), who run a wide range of training programmes for all staff types and grades.

SWC offers staff an award-winning work environment in the heart of Fitzrovia with an on-site brasserie, access to lockers and changing facilities, secure bicycle storage, and access to pleasant outdoor spaces. The Centre also offers the full range of UCL staff benefits, including a generous annual leave entitlement, occupational pension schemes, excellent family-friendly policies such as occupational shared parental pay, a work-life balance policy, and a range of financial benefits such as a season ticket loan scheme and staff discounts. Further information can be found online: [https://www.ucl.ac.uk/human-resources/pay-and-staff-benefits](https://www.ucl.ac.uk/human-resources/pay-and-staff-benefits).

**The Role of the Centre Laboratory Technician**

The Centre Laboratory Technician is responsible for the day-to-day running of the laboratory support function at SWC, ensuring that laboratories are appropriately stocked with glassware and consumables, preparing solutions for scientists to use, and monitoring core laboratory equipment.

This post is funded until 31 July 2021 in the first instance; the Centre is externally funded with funding awarded in five-year tranches subject to periodic funder review. Subject to successful grant renewal, it is anticipated that staff posts will be extended in line with successive funding periods.

**Main Duties and Responsibilities**

- Supervising the work of the Centre Laboratory Aide and allocating tasks on a daily basis.
- Running the glass wash facility, including:
  - Collecting all dirty glassware from SWC laboratories;
  - Wash and bake all glassware;
  - Restock SWC laboratories with clean glassware.
- Checking stock levels of laboratory consumables and ensuring these are replenished from SWC Stores.
- Preparing a range of laboratory solutions and pouring agar plates.
- Routine monitoring and cleaning of core laboratory equipment such as centrifuges, shakers and cold rooms, and any other core equipment as required.
- Monitoring and replacing all laboratory waste bags and sharps bins.

The above description is not exhaustive and the post-holder will be required to undertake any other duties as may reasonably be requested within the scope, spirit and purpose of the post. Job descriptions are reviewed on a regular basis including at the annual appraisal. As duties and responsibilities change, the job description may be amended in consultation with the post-holder.

The post-holder will be expected to actively follow all UCL policies and procedures including Equal Opportunities, maintain an awareness of Fire and Health & Safety Regulations, attend management meetings and undertake such training and development as may be required for the post.

All staff are required to act professionally, co-operatively and flexibly in line with the requirements of the post.
Selection Criteria

The selection criteria outline the skills, knowledge and experience required in order to perform this role. Applicants will be selected based on how well they demonstrate that they meet the essential, and if appropriate, desirable criteria for this particular role.

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Minimum five GCSEs including English and Maths at grade C or above, or equivalent qualifications/experience.</td>
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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Experience of working collaboratively as part of a team.</td>
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<td>Experience of working independently and using your own initiative.</td>
<td>X</td>
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<td>Experience of working in a laboratory environment.</td>
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<td>X</td>
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<td>Previous use of analytical balances, pipettes and experience of making assay buffers.</td>
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<th>Skills and abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Strong written and oral communication skills and the ability to interact with staff at all levels.</td>
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<td>Excellent interpersonal skills and the ability to build good working relationships.</td>
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<td>Willing to learn and adapt to new techniques.</td>
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<td>Basic IT skills and competency with the Microsoft Office suite of programmes.</td>
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<td>Good organisational and time management skills, with excellent attention to detail.</td>
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<th>Other Requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<td>An understanding and appreciation of the mission and research environment of the SWC, and a commitment to the establishment of the SWC as a world-leading research centre.</td>
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<td>Able and willing to work flexibly to meet the needs of the Centre.</td>
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Contact Us

If you have any queries relating to the vacancy or how to apply please contact the SWC HR team, swc.hr@ucl.ac.uk, +44 (0)20 3108 8011.

Applying for the Role

To begin the online application process, please access the advertisement by searching for it on the UCL vacancy search page (http://www.ucl.ac.uk/hr/jobs/) using the vacancy reference number, and click on the “Apply Now” button at the bottom of the vacancy advertisement.

Please complete the online application form, and use the supporting statement section to outline how you meet the selection criteria. Applications will be shortlisted based on the strength of the examples used to demonstrate that the applicant meets the selection criteria.

Please note that there is a limit of 2,500 words to explain how you meet the essential criteria, and a limit of 2,500 words to explain how you meet the desirable criteria.

All candidates will be notified of the outcome of their application.
**Pre-employment Checks**
Confirmation of appointment will be subject to receipt of satisfactory references, verification of proof of right to work in the UK and to satisfactory pre-employment health and security screening.

**Salary**
Starting salary will be on the Grade 5 scale according to relevant skills, knowledge, experience and achievement. Staff incrementally progress along the salary scale; the effective date of incremental progression is 01 August each year. You must have completed the period of service stipulated in your contract of employment (typically your probationary period) to be eligible to increment. Incremental progression does not include the discretionary contribution points on the salary scale. Cost of living pay awards are negotiated nationally and are normally effective from 1 August each year.

**Pension**
Post-holders will be eligible to join SAUL (Superannuation Arrangements of the University of London), subject to the Scheme’s rules and eligibility conditions.

**Conditions of Service**
Conditions of Service for Research, Teaching and Professional Services Staff can be found at: https://www.ucl.ac.uk/human-resources/conditions-service-research-teaching-and-professional-services-staff.

**Probation**
Appointments are subject to a probationary period of 6 months.

**Hours of Work and Overtime**
UCL’s full time working week is 36.5 hours per week. SWC is willing to consider part-time working for this role, although the post holder will need to be in attendance on Monday, Wednesday and Friday.

Pre-agreed overtime will be offered as equivalent time off in lieu.

**Annual Leave**
Staff are entitled to 27 days annual leave per year (pro rata for part-time staff). In addition, staff are entitled to 8 days public and statutory holidays, and around 6 UCL closure days with pay per year.

**Location**
The Sainsbury Wellcome Centre is located in the heart of London around five minutes' walk from the main UCL campus. The mainline railway stations at Euston, King’s Cross, St Pancras, Marylebone and Paddington are within easy reach as are the London Underground stations located at Warren Street and Goodge Street.

**Equal Opportunities**
SWC is committed to the promotion of equality, diversity and inclusion for its staff, students and visitors and is fully supportive of UCL’s policy; the full equality policy statement is available online:

SWC is currently working towards an Athena SWAN award.