

## THE POST

College/Service:	Technical Services
Post/Job Title:	Technician Level 2 (Greenhouse Technician)
Reference number:	P11804
Grade:	D
Responsible to:	Biosciences Research Unit of Activity Manager

This full time permanent role is available immediately within Technical Services.

### **Job Description**

This full time permanent role is available immediately within Technical Services. The role holder will be responsible for managing the Greenhouse, a major research facility in Biosciences, and will support plant growth and containment within the Greenhouse. The Greenhouse is used to grow material for both research and teaching purposes. Support duties will include plant husbandry, pest management, and the containment of phytopathogens and genetically modified material in line with DEFRA standards.

### **Key responsibilities**

1. To arrange and deliver basic plant care (watering, pest control, environmental control) that underpins the growth of healthy plant material.
2. To maintain a high standard of cleanliness in the growth compartments and greenhouse atrium to minimise the risks of pest and pathogen infection.
3. To order and store consumables used within the greenhouse.
4. To maintain containment of the GM compartment in line with DEFRA standards. Specifically these requirements are:
  - Maintenance of security and control of access to the GM compartment.
  - Maintenance of records of plant ownership, arrival and departure dates, nature of genetic modification and pathogen infection.
  - Maintenance of records of access.
  - Safe disposal of GM and infected materials and safe disinfection of equipment these materials have contacted.
5. To return monthly records of greenhouse usage and associated grant codes.
6. To collect seeds from plants when requested and to promptly inform the relevant staff that these are ready for collection from the greenhouse atrium.
7. To negotiate directly with module leaders who request teaching work and agree what can be achieved and the time frames required.
8. To keep Safe Operating Procedures (SOPs), Risk Assessments and COSHH records.
9. To train weekend and holiday watering staff.

## **Main Duties and accountabilities**

### **Service Delivery (Teaching and Research Support)**

- Expected to deal with internal or external stakeholders creating a positive image of Technical Services by being prompt in responding to requests and referring the user to the right person if necessary
- Initiate improvements to the service within their degree of influence
- Ensure that overall standards of the service including H&S, compliance and regulatory standards are adhered to by all users within their degree of influence.
- Provide regular and routine introductions – demonstrating the use of laboratory/workshop facilities and equipment to staff, students and visitors.
- Explain booking or loan procedures clearly, and check the understanding of service users to ensure they understand the parameters and timescales.
- Provide daily assistance to service users and students, with autonomy to practice within a specified area. This may include training, demonstrating or instruction within the environment to staff or students.
- Prepare and provide resources and equipment to service users, making sure they are aware of health and safety guidance for best practice.
- Engage with team colleagues and service users to construct/use equipment to agreed specifications.
- Operate equipment/machinery without the supervisor of team members (if competent to do so) and is responsible for cleaning and first level maintenance.

### **Communications**

- Receive, understand and convey information in a clear and accurate manner - oral, written, electronic and visual media.
- Provide feedback to others within own area regarding the use or application of resources for improvement purposes.

### **Teamwork and motivation**

- Participate and contribute to the team and to act as a role model to less experienced colleagues.

### **Liaison and Networking**

- Build and develop on-going relationships to ensure effective communications and effective working.
- Be a member of cross-functional or technical service-wide working teams or groups.

### **Decision Making, Processes and Outcomes**

- Make decisions that affect themselves and their immediate team and implement decisions made by a project team/working group, such as initiating projects and updating and amending procedures
- Advise on a choice of operational options which will have an short-term impact on the work area and/or work-flow.

### **Leadership, Planning and Organising Resources**

- Complete tasks to a given plan within allocated resources.
- Plan, prioritise and organise own work to achieve agreed objectives.
- Has specific responsibilities and joint responsibilities with other team members.

### **Initiative and Problem Solving.**

- Solve standard day-to-day problems as they arise, this may involve choosing between a limited number of options by referring to guidelines or to what has been done before
- Recognise when a problem should be referred to others.

### **Analysis and Research**

- Analyse routine data or information using predetermined procedures and to gather information from standard sources.
- Work accurately to complete the task precisely specified and gather, and manipulate, data so that it can be interpreted by others.

### **Sensory and Physical Demands**

- Routinely demonstrate dexterity, co-ordination using materials, tools, equipment and machinery in accordance with their work.
- Use physical and sensory abilities and skills to perform complex tasks at a level which would require either knowledge of relevant methods or routines.

### **Working Environment**

- Show due care and diligence for the health and safety of themselves and others and to understand how the work environment could impact on staff and students working in their area.
- Implement appropriate health and safety standards. This may take place in a high risk laboratory/workshop environment where you will be required to follow and enforce safety procedures.
- There may be the requirement to wear personal protective equipment.
- Actively contribute to continuous improvement strategies.
- Implement, adhere to and promote relevant Work Health and Safety policies/guidelines, University Environmental Sustainability and waste management guidelines/policy and carry out any responsibilities outlined in Safety Management Plans and H&S audit recommendations.
- Carry out risk assessments for specific and more generalist areas within own role, authorised by others.
- Practiced and able to take remedial action to ensure a safe working environment for self and immediate team, colleagues and students.

### **Pastoral Care and Welfare**

- Show sensitivity to those who may need help or, in extreme circumstances are showing signs of obvious distress – initiating appropriate action by involving relevant people. This will be carried out in accordance with the University equality and diversity standards and guidance.
- Encourage and promote behaviour consistent with University's values and standards, equality and diversity standards and guidance, and create a positive work environment.

### **Personal and Team Development**

- Proactive personal and professional development including completion of mandatory training, skills courses and specialist training.
- Occasional requirement to advise or guide new starters working in the same role/laboratory or area on standard information and procedures, where to obtain information/materials, and how to use of routine equipment. Keep up-to-date technically and apply new knowledge.

### **Knowledge and Experience**

- Have sufficient knowledge and expertise to work on day to day issues in their own area without direct or continuous reference to others.

This job description summarises the main duties and accountabilities of the post and is not comprehensive. There is a clear expectation that the post-holder will support other areas of Technical Services and will undertake other duties of similar level and responsibility.

### **Person Specification**

<b>Essential</b>	<b>Desirable</b>
<b>Attainments/ Qualifications</b>	

NQF level 4	Professional registration or willingness to work towards registration with a relevant professional body.  Relevant training and qualification in spraying appropriate pesticides.
<b>Skills and Understanding</b>	
<p>Knowledge of the appropriate academic discipline.</p> <p>Ability to perform standard scientific procedures after appropriate training.</p> <p>Ability to communicate effectively, orally.</p> <p>Ability to use own initiative.</p> <p>Ability to maintain accurate and detailed records.</p> <p>Ability to manually move equipment and materials from trolleys to benches and collect materials from shelving and tall cupboards.</p>	
<b>Prior Experience</b>	
Understand a requirement for safe methods of work.	Experience of working in the relevant scientific field or in a similar environment.
<b>Behavioural Characteristics</b>	
<p>Able to work in a team and also independently.</p> <p>Willingness to undertake training.</p> <p>Organised and methodical with good attention to detail when working to tight deadlines.</p> <p>Proactive personal and professional development.</p>	
<b>Other requirements relevant to this role</b>	
Willingness to complete a PA6 hand-held pesticide spraying qualification.	

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Dr Elizabeth James (Technical Services: Telephone +44 (0)1392 722347, e-mail: [E.J.James@exeter.ac.uk](mailto:E.J.James@exeter.ac.uk)).

### **Additional Information Relating to the Post**

#### **Salary**

Salary will be circa £19,828 per annum.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

#### **Hours of work**

Hours of work will be 36.5 hours per week (full-time).

### **Overtime**

When overtime is worked, by prior arrangement with your Manager time off in lieu will be given or (provided you have worked more than 36.5 hours) will be paid at time-and-a-half.

### **Annual Leave**

The annual leave entitlement for full-time appointments is 39 days (pro rata for part-time appointments) – see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml> for more information.)

### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

### **Right to Work in the United Kingdom**

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

You are eligible to join the University of Exeter Retirement Benefits Scheme (ERBS) provided that you meet the qualifying criteria for membership. Please note that this scheme is currently under review, for more information about the review please go to <http://www.exeter.ac.uk/pensions/erbsscheme/schemeupdates> Subject to meeting the eligibility criteria, staff will automatically become members unless they opt out in accordance with the current rules of the scheme and employee contributions will be taken from your pay employee's contribution is currently 7.5% of gross salary. The University as your employer will also make a contribution to the scheme on your behalf. If you wish to opt out of the Scheme, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **7<sup>th</sup> September, 2016.**

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.