



# Job Description

**Anatomy Laboratory Technician**

**Grade: 4**

**Anatomy Laboratory**

**Location: London, Bloomsbury Campus**

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## Reports to

Anatomy Laboratory Deputy Manager.

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## Context

The Faculty of Life Sciences (FLS) combines the strengths of UCL's basic biological and preclinical sciences and is associated with 11 Nobel Laureates. Our work focuses on trying to answer some of the most enduring questions about life on earth, and also to solve the urgent problems faced by all living things. Our research spans an incredible breadth of scientific areas, from studies of the behaviour of single molecules to developing cells, neuronal circuits, and up to entire ecosystems full of living things. We are supported by platform technologies and facilities ranging from advanced electron microscopy to a research centre on a National Trust nature reserve.

Our students are closely integrated into our community through research-embedded teaching, including our highly rated and world-leading undergraduate programmes, a UK-leading MPharm degree, as well as a wide range of exciting Master's programmes.

The Division of Biosciences at UCL is one of the world's foremost centres for research and teaching in the biological sciences. We have an outstanding international reputation and a community of over 500 staff, and more than 300 PhD students engaged in cutting edge research and collaboration.

Further information can be found on our website <https://www.ucl.ac.uk/lifesciences-faculty/>

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## Main purpose of the job

The Anatomy Laboratory is a core facility that plays a major role in the teaching of medical and science students throughout their years at UCL. It also runs courses for allied health students (e.g., Medical Physics; Osteopathy) and provides a venue for teaching specialist clinical courses.

The primary purpose of this job is to provide administrative and basic technical support for the running of the Anatomy Laboratory, including monitoring and completing audit documentation in line with HTA and Health and Safety requirements, creating and collating register documentation, protocol paperwork, and basic finance. It also involves, under

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   HERA no:

supervision, the setup of practical class material for teaching courses and surgical workshops; assisting with the receipt, preservation and disposal of prepared cadaveric material; as well as the maintenance of other teaching equipment and material.

The post-holder will be responsible for the cleanliness of the Anatomy Laboratory, ensuring that students entering the Anatomy Laboratory have permission to be there, and conducting regular audits of human material used to teach anatomy. The post-holder will acquire the skills necessary to carry out these tasks and, in doing so, provide support for fundamental daily operations within the Anatomy Laboratory.

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### **Duties and responsibilities**

- Provide basic administrative support to the Anatomy Laboratory, including monitoring and completion of audit documentation in line with HTA and Health and Safety requirements, creation and collation of register documentation and protocol paperwork and basic finance.
- Maintain the cleanliness/housekeeping/security of the Anatomy Laboratory and a limited amount of equipment maintenance.
- Set up and take down equipment used during teaching sessions and in surgical workshops, including the operation of audiovisual equipment.
- Assist in the selection, storage and preservation of cadaveric specimens and other teaching materials for use in the laboratory.
- Ensure that supplies and disposables are maintained at all times and re-ordered as appropriate.
- Assist in the receipt and storage of cadavers and cadaveric materials used for teaching and surgical training within the Anatomy Laboratory.
- To assist with monthly and annual audits of Anatomy Laboratory holdings.
- Provide assistance and limited technical support for teaching activities within the Anatomy Laboratory.
- The post-holder will be flexible and collaborative in their approach, working to support their line manager and team, as well as supporting and work collaboratively with all other staff in the Faculty, as well as across UCL more widely. There may, on occasion, be a requirement to work extended hours.
- To maintain a good working knowledge of UCL, Faculty and Divisional policy and procedures, advising colleagues where possible and referring to others where necessary.
- The post holder will actively follow UCL policies, including Equal Opportunities policies, and be expected to consider within their role how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.
- The post holder will keep up-to-date with current practices, including regulations and legislation affecting health and safety, fire and the laboratory environment.
- Participate in and actively support networks, UCL Communities of Practice and other similar meetings/activities that are in line with the role, as required.
- Engage effectively with and support activity related to the Technician Commitment and UCL's work in this area.
- Collect and dispose of clinical waste in accordance with local protocols.

**General**

- Follow and actively promote the UCL [Ways of Working](#).
- Takes responsibility to carry out duties in a way that embodies UCL's environmental and social sustainability values, actively supporting [UCL's Sustainability Strategy, policies and objectives](#) within the remit of their role.
- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- This job description may be reviewed and subject to amendment in consultation with the post holder.

# Person Specification

**Note to job applicant: copy and paste the following criteria into your “Statement in support of your application” and describe underneath each criteria how you meet it, giving examples. You will be scored on how you meet each criteria.**

<b>Essential Criteria</b>	<b>Assessment method (Application form/ Interview / Practical Test)</b>
<b>Qualifications, experience and knowledge</b>	
Educated to at least GCSE level (English and Maths) or equivalent experience, preferably with some basic biological science background	Application
Good level of computer literacy, with experience using Microsoft Office applications (Word, Excel, Access, Outlook and Teams)	Application/ Interview
Experience of maintaining cleanliness and good housekeeping in an anatomy laboratory or mortuary setting	Application/ Interview
Experience of cleaning and maintaining basic laboratory equipment	Application/ Interview
Experience of working in an anatomy laboratory or a mortuary setting	Application/ Interview
<b>Skills and abilities</b>	
Ability to prioritise tasks and manage time effectively	Application/ Interview
Excellent written and verbal communication skills, with the ability to communicate clearly and professionally with students, colleagues, and academic staff	Application/ Interview
Ability to work independently and as part of a team within a large, very busy laboratory environment	Application/ Interview
Ability to undertake lifting and manual handling tasks	Application/ Interview
Flexibility regarding working hours, as weekend/evening work is required as appropriate	Application/ Interview
Ability and disposition to work with cadavers	Application/ Interview
Ability to perform repetitive routine work reliably, with high levels of accuracy and consistency	Application/ Interview/ Test
Accurate record keeping and reporting with meticulous attention to detail	Application/ Interview
Knowledge and awareness of Health and Safety requirements	Application/ Interview
<b>UCL Ways of Working – Professional Services only</b>	
Ability to work with integrity and accountability	Application/ Interview
Ability to discuss and communicate effectively with colleagues	Application/ Interview
Willingness to support students and colleagues	Application/ Interview

Active commitment to personal development in a work context and willingness to undertake training relevant to the role. Appraisals are held on an annual basis	Application/ Interview
Commitment to UCL's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds	Application/ Interview
<b>Desirable Criteria</b>	
Knowledge and understanding of the higher education sector	Application/ Interview
A good knowledge of human anatomy gained from experience of working with cadaveric material	Application/ Interview
Knowledge of general biohazard/infection control mechanisms	Application/ Interview
Knowledge of the Human Tissue Act 2004	Application/ Interview