

**NOTES**

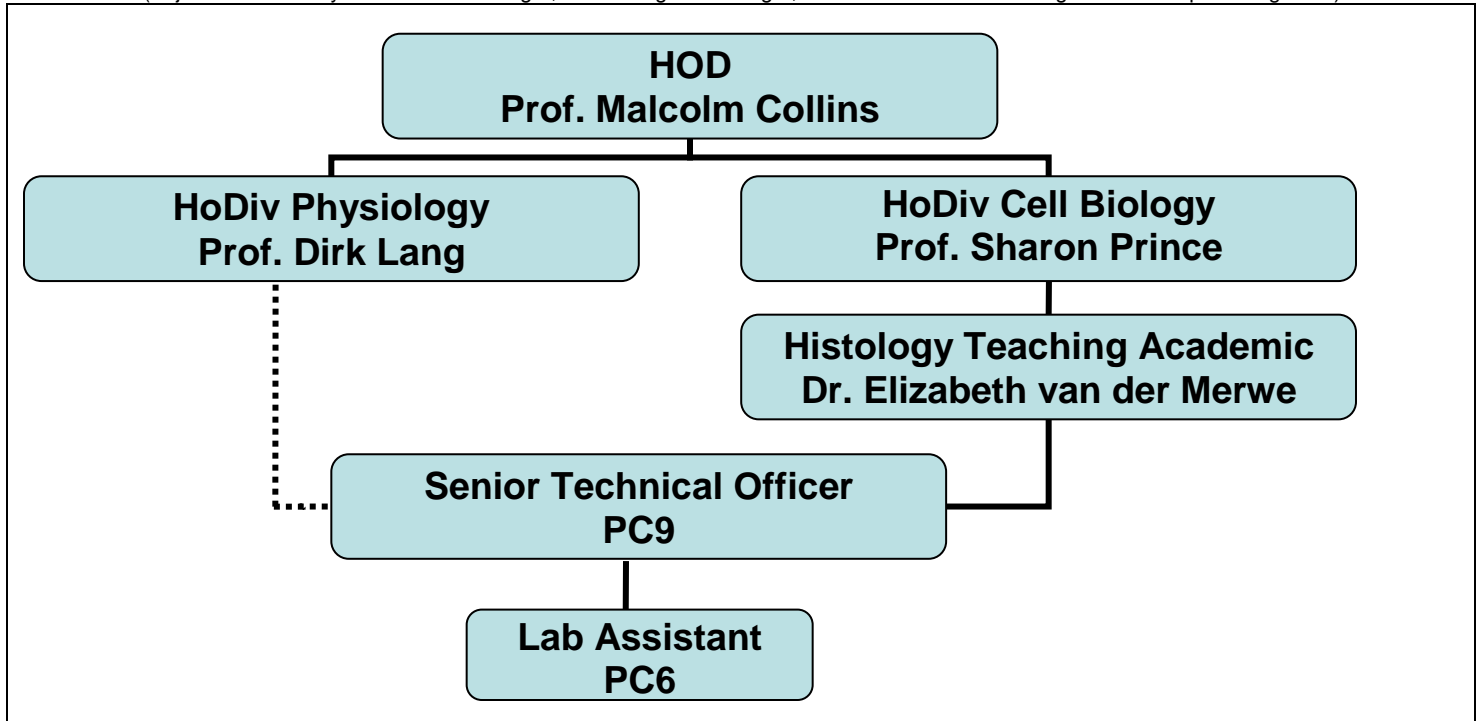
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Senior Technical Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC9	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Human Biology		
Division / section	Cell Biology		
Date of compilation	18 March 2018		

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



**PURPOSE**

The main purpose of this position is:

- to manage the Histology Processing Laboratory
- to provide support/training in histological techniques in all clinical and non-clinical undergraduate/postgraduate courses within the Faculty of Health Sciences
- to provide training and support in histological techniques to postgraduate students and research staff, as well as collaborators of research staff
- to develop and maintain the histology teaching slide collection, including digital images, as well as maintain the microscopes
- to provide technical and teaching support for the Confocal and Light Microscopy Imaging Facility

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Laboratory Management	20%	<ul style="list-style-type: none"> <li>Assume operational control of the Histology Processing laboratory</li> <li>Responsible for organizing the purchase of laboratory equipment related to activities linked to the post</li> <li>Purchase, storage and use of laboratory reagents and consumables</li> <li>Maintain records of chemicals and materials</li> <li>Monitor and maintain consumable and chemical stock levels</li> <li>Maintain and update Material Safety Data sheet file for all chemicals in store</li> <li>Perform routine maintenance on instruments related to activities linked to the post and request servicing by a registered technician when necessary</li> <li>Ensuring proper disposal of biohazardous waste</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory fully equipped and operational when required</li> <li>Activity schedules</li> <li>Stock control/inventory updated</li> <li>Instruments/equipment appropriately maintained</li> <li>Waste disposed of according to standard operating procedures</li> </ul>
2	Teaching, Training and Research support	35%	<ul style="list-style-type: none"> <li>Provide classroom support for all undergraduate/postgraduate clinical and non-clinical courses (preparation, setting up of practicals)</li> <li>Provide support/training in histological techniques in all clinical and non-clinical undergraduate/postgraduate courses within the faculty of Health Sciences</li> <li>Provide training and support in histological techniques to postgraduate students and research staff, as well as collaborators of research staff</li> <li>Assist with setup of teaching venue (includes assisting students with accessing digital database)</li> <li>Assist with demonstration of histology practicals</li> </ul>	<ul style="list-style-type: none"> <li>Practical sessions can run smoothly and trouble-free</li> <li>Training and support in histological techniques will be of an excellent standard so that all beneficiaries of this training can contribute to high-quality research outputs</li> </ul>
3	Technical Support	35%	<p><u>Histology Laboratory:</u></p> <ul style="list-style-type: none"> <li>Monitor and maintain class slides collection for teaching</li> <li>Monitor quality of class slides and source material and replace/re-stain existing slides when necessary</li> <li>Develop, select and scan class slides on digital scanner for use with virtual microscope</li> <li>Monitor and maintain digital slide database</li> <li>Catalogue class slides and digital images</li> </ul>	<ul style="list-style-type: none"> <li>Provision of teaching resources for undergraduate/postgraduate courses</li> </ul>

			<p><u>Confocal and Light Microscopy Imaging Facility:</u></p> <ul style="list-style-type: none"> <li>• Provide users with initial assistance in specimen preparation for immunohistochemistry, fluorescence and confocal microscopy</li> <li>• Give advice on and troubleshoot staining protocols - where appropriate, in liaison with the Technical manager and Head of the Confocal and Light Microscopy Facility</li> <li>• Assist with teaching and demonstration sessions involving the Confocal and Light Microscopy Imaging Facility</li> <li>• Dispense research reagents administered by the Confocal and Light Microscopy Imaging Unit (if the Facility manager is unavailable to do so)</li> </ul>	<ul style="list-style-type: none"> <li>• Clients of the Confocal and Light Microscopy Imaging Facility get access to reagents and receive sound guidance on sample preparation</li> </ul>
4	Ad Hoc Duties/Admin duties	5%	<p><u>Health and Safety Officer:</u></p> <ul style="list-style-type: none"> <li>• Carry out routine safety checks for a designated area and ensure all health and safety guidelines are met</li> <li>• Ensure that the location of the First Aid kit is known by staff and students in the incumbent's designated area</li> <li>• Ensure that a First Aid kit is always available and fully stocked</li> </ul> <p><u>Fire Marshall Officer:</u></p> <ul style="list-style-type: none"> <li>• Ensure that all escape routes and emergency exits are clear for a designated area</li> <li>• Ensure that everyone is aware of the location of the escape routes</li> <li>• Ensure that all people are evacuated in case of fire</li> <li>• Participate in annual fire drill</li> <li>• Admin and general departmental duties, as required</li> </ul>	<ul style="list-style-type: none"> <li>• It is important to ensure that all equipment and general infrastructure are secure and safe in the incumbents designated area</li> <li>• Hazardous waste needs to be disposed of as prescribed by UCT policy</li> <li>• Access to a fully-stocked first aid kit, should the need arise</li> <li>• The need for a fire marshal is vitally important to ensure that, should an emergency arise, all people can be evacuated as quickly and safely as possible</li> </ul>
5	Staff Management	5%	<ul style="list-style-type: none"> <li>• Line manage a laboratory assistant (monitor operational activities, monitor and develop performance, maintain staff records, leave, etc).</li> </ul>	<ul style="list-style-type: none"> <li>• Fair and efficient line management and development of the staff member</li> </ul>

### MINIMUM REQUIREMENTS

Minimum qualifications	BSc Hons in Biological Sciences/B.Tech in Histopathological Technique			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>• A minimum of 3 years' experience working in a Histology laboratory</li> <li>• Experience with managing a laboratory</li> <li>• Experience with fluorescence microscopy</li> <li>• Experience with specimen preparation for immunohistochemistry</li> <li>• Experience in performing and troubleshooting histological special stains</li> <li>• Experience in teaching/demonstrating at tertiary level</li> <li>• Computer literate</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>• Specimen preparation for fluorescence/confocal microscopy</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>• Microscopic structure of cells and tissues that make up the various organ systems</li> <li>• Troubleshooting staining protocols</li> <li>• Safe storage and use of laboratory chemicals</li> <li>• Proper disposal of biohazardous waste</li> <li>• Management</li> </ul>			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Adaptability/Flexibility	2	Planning and organizing/work management	2
	Communication	2	Resource management	2
	Initiating action/initiative	2	Safety awareness	2
	People management (including performance management and development)	2	Professional knowledge and skill	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	
Amount and kind of supervision received	
Amount and kind of supervision exercised	
Decisions which can be made	
Decisions which must be referred	