

Job Description and Person Specification

Last updated: June 2019

JOB DESCRIPTION

Post title:	Technical Assistant for Chemistry Teaching Laboratories		
Academic Unit/Service:	School of Chemistry		
Faculty:	Faculty of Engineering and Physical Sciences		
Career Pathway:	Technical and Experimental (TAE)	Level:	1 b
*ERE category:	n/a		
Posts responsible to:	Senior Teaching Fellow - Chemistry		
Posts responsible for:	none		
Post base:	Non Office-based (see job hazard analysis)		

Job purpose
To carry out routine technical processes, under direction, in order to support technical and academic staff.

Key accountabilities/primary responsibilities	% Time
1. To assist with setting up experiments and demonstrations.	20 %
2. To carry out straightforward tasks and tests, operate simple routine machinery and support others carrying out more complex tests, supplying required samples and equipment.	5 %
3. To carry out maintenance on basic equipment under clear instruction, and to follow procedures to ensure stock of goods and equipment are sufficient to meet working requirements.	25 %
4. To ensure the work environment is kept clean and tidy, move equipment and goods as required, and adhere to all relevant health and safety procedures.	30 %
5. To log results in databases, and ensure records are kept up to date and accurate.	5 %
6. To communicate problems or difficulties to a supervisor/manager in a timely manner.	5 %
7. To receive visitors and provide basic information in a correct and courteous manner.	5 %

Key accountabilities/primary responsibilities	% Time
8. Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
<p>Other members of the department: These include the laboratory manager, other technicians working in the laboratory, academic staff, postdocs and postgraduate students who are demonstrating in the laboratory, and students participating in laboratory activities.</p> <p>External customers: These include visiting teachers and school and college student who may participate in outreach activities in the laboratories.</p>

Special Requirements
<p>A sound understanding of chemical safety.</p> <p>Ability to work flexibly.</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Basic numeracy and literacy.</p> <p>Learning gained through some work experience and training in a similar technical-based role.</p> <p>Experience of practical chemistry.</p> <p>Able to apply a basic knowledge of established practice and procedures and display an awareness of customer needs.</p> <p>Ability to make effective use of simple relevant technical equipment.</p>	<p>An undergraduate degree in Chemistry.</p> <p>IT Skills: experience using Microsoft office, installing and configuring software.</p>	CV and references
Planning and organising	Able to carry out allocated, prescribed tasks to time and to the standard required.		CV and references
Problem solving and initiative	<p>Able to solve basic problems by adhering to established practices and procedures.</p> <p>Able to use own judgement as to when to seek advice from a more senior colleague.</p>		References and interview
Management and teamwork	<p>Able to actively participate in the team.</p> <p>Able to maintain a positive outlook and show flexibility to new ideas and approaches, consistently achieving service standards.</p>	<p>Ability to work in a small team and accept instructions from line-manager and senior colleagues.</p> <p>Ability to adapt well to change and service improvements.</p>	References and interview
Communicating and influencing	<p>Able to provide and obtain basic information and assistance.</p> <p>Able to effectively communicate with colleagues and visitors providing factual information as required.</p>	<p>Good oral communication skills.</p> <p>Able to seek and clarify detail.</p>	Interview and references.
Other skills and behaviours	<p>The ability to work well with a diverse group of people.</p> <p>Demonstrable customer service skills.</p>		
Special requirements	Willingness to undertake Health and Safety training specific to role.	<p>Understanding of the COSHH and Risk Assessment procedures used in Chemistry teaching laboratories.</p> <p>Qualification in Health and Safety.</p>	CV and interview

JOB HAZARD ANALYSIS

Is this an office-based post?

<input type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input checked="" type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work	x		
Extremes of temperature (eg: fridge/ furnace)	x		
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: solvents and other laboratory chemicals. Appropriate risk assessments will be conducted by the post holder after training or by other members of the laboratory.		x	
Frequent hand washing	x		
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling	x		
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)		x	
Gross motor grips	x		
Repetitive reaching below shoulder height	x		
Repetitive reaching at shoulder height	x		
Repetitive reaching above shoulder height	x		
PSYCHOSOCIAL ISSUES			
Face to face contact with public	x		
Lone working			
## Shift work/night work/on call duties			