Job Description and Person Specification

Last updated: 01/08/2019

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Post title:</th>
<th>Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Department:</td>
<td>School of Chemistry</td>
</tr>
<tr>
<td>Faculty:</td>
<td>Faculty of Engineering and Physical Sciences</td>
</tr>
<tr>
<td>Career Pathway:</td>
<td>Technical and Experimental (TAE) Level: 2b</td>
</tr>
<tr>
<td>Posts responsible to:</td>
<td>Laboratory Manager</td>
</tr>
<tr>
<td>Posts responsible for:</td>
<td>n/a</td>
</tr>
<tr>
<td>Post base:</td>
<td>Mainly Non Office-based (see job hazard analysis)</td>
</tr>
</tbody>
</table>

Job purpose

To ensure the provision of effective and efficient technical support for the smooth operation of the chemistry undergraduate teaching laboratories and instrument room under the guidance of and as instructed by the laboratory manager, to support the laboratory manager in education and outreach, ensuring work is completed in an accurate, timely and safe manner.

Key accountabilities/primary responsibilities

| % Time |
|-------------|-------------|
| 65 % |

1. To organise and provide specialist technical support for all activities hosted by, scheduled in and provided by the teaching laboratory.

2. To demonstrate laboratory equipment and standard practical techniques to students and colleagues, and to train the students in safe and efficient use.

3. To ensure instrumentation is tested, maintained and serviced in accordance with technical specifications; and to liaise with relevant engineers when diagnosed faults cannot be repaired internally.

4. To ensure sufficient stock (chemicals, reagents, solvents, consumables, and glassware) is available when needed through cleaning, waste disposal, restocking, sourcing, ordering, and synthesising as required, and to monitor work and financial resources in the process.

5. To make accurate and effective use of computerised and manual record keeping systems in order to keep up-to-date and accurate records, reports and documentation.

6. To maintain, test, set up and document equipment, stock, waste, reactions and the general laboratory infrastructure (as applicable), including diagnosis and reporting of faults as and when required.
<table>
<thead>
<tr>
<th>Key accountabilities/primary responsibilities</th>
<th>% Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. To ensure compliance with health and safety procedures within the work environment and amongst its users.</td>
<td></td>
</tr>
<tr>
<td>8. To provide guidance and coaching to internal and external users of the technical equipment and services, and to supervise junior colleagues, ensuring work is completed accurately, to high standards and in a timely manner.</td>
<td>10 %</td>
</tr>
<tr>
<td>9. Any other duties as allocated by the laboratory manager following consultation with the post holder.</td>
<td></td>
</tr>
</tbody>
</table>

### Internal and external relationships

**Anticipated interactions with the following groups:**
- Laboratory technicians and laboratory managers.
- Undergraduate and postgraduate students participating in courses in the teaching laboratory.
- Academic staff running courses in the teaching laboratory.
- Chemistry stores staff for supply of chemicals and solvent disposal.
- Technical staff in mechanical, electrical and glassblowing workshop.
- Safety office personnel.
- The public, during outreach activities and open days.
- Service engineers and representatives from equipment and chemical suppliers.
- External visitors in relation to courses or services.

### Special Requirements

- Availability during term and scheduled activities hosted in/by the teaching laboratory out of term.
- Flexibility to adapt to laboratory schedule as required.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
<th>How to be assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications, knowledge and experience</td>
<td>Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds.</td>
<td>IT Skills – Experience with using specialised chemistry specific software (e.g. ChemDraw, ACDLabs Omnic). Knowledge of practical chemistry inclusive techniques &amp; equipment. Relevant chemistry degree or related qualification or experience.</td>
<td>CV, references and interview</td>
</tr>
<tr>
<td></td>
<td>Good understanding of typical processes and apparatuses used in chemistry teaching laboratories.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to make effective use of standard and specialist computer systems: IT Skills in using Microsoft Office Suite (i.e. Outlook, Word, Excel). Experience of operating technical equipment and ability to carry out specialist testing. Previous work experience within a technical support role. Experience of data input and analysing data and presenting summary information in a clear and concise format.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning and organising</td>
<td>Ability to organise and conduct a range of standard work activities, to undertake all routine laboratory preparative tasks following verbal and written instructions from lab managers, delivering to deadlines and quality standards. Ability to plan and deliver technical support for laboratory equipment with minimum supervision.</td>
<td></td>
<td>CV, references and interview</td>
</tr>
<tr>
<td>Problem solving and initiative</td>
<td>Ability to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures and using judgement to suggest solutions. Ability to communicate problems and other difficulties to colleagues and lab managers.</td>
<td></td>
<td>CV, references and interview</td>
</tr>
<tr>
<td>Management and teamwork</td>
<td>Ability to adapt well to change and service improvements as well as to work well with colleagues. Ability to contribute to team efficiency through sharing information and constructively supporting others. Ability to ensure colleagues are clear about service expectations. Ability to work in a small team and to solicit ideas that support the work of the team and collegiality.</td>
<td></td>
<td>CV, references and interview</td>
</tr>
<tr>
<td>Communicating and influencing</td>
<td>Demonstration skills including experience of providing advice on technical procedures. Ability to seek and clarify detail. Ability to demonstrate own duties to other colleagues as required. Experience of providing advice on technical procedures to colleagues and external customers. Ability to liaise with internal and external users of laboratory instrumentation and offering proactive advice on technical processes and procedures. Providing/presenting information in an accurate, clear and concise format.</td>
<td></td>
<td>CV, references and interview</td>
</tr>
<tr>
<td>Other skills and behaviours</td>
<td></td>
<td>Good interpersonal skills</td>
<td>Interview</td>
</tr>
</tbody>
</table>

Job Description.docx  TAE Level 2b
| Special requirements | Willingness to undertake Health and Safety training specific to role, to comply with basic health and safety procedures. Comply with University policy and procedures in dealing with students and visiting public. | First aider certificate. Qualification in Health and Safety, e.g. NEBOSH or IOSH. | CV, references and interview |
JOB HAZARD ANALYSIS

Is this an office-based post?

| ☐ 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. |
| ☒ 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. |

---

**ENVIRONMENTAL EXPOSURES**

<table>
<thead>
<tr>
<th>Occasionally (&lt;30% of time)</th>
<th>Frequently (30-60% of time)</th>
<th>Constantly (&gt; 60% of time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside work</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Extremes of temperature (eg: fridge/ furnace)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>## Potential for exposure to body fluids</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>## Noise (greater than 80 dba - 8 hrs twa)</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Frequent hand washing</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Ionising radiation</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**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       | ✓                          |                             |
| 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) | ✓                          |                             |
| Gross motor grips          | ✓                          |                             |
| Repetitive reaching below shoulder height | ✓                          |                             |
| Repetitive reaching at shoulder height | ✓                          |                             |
| Repetitive reaching above shoulder height | ✓                          |                             |

**PSYCHOSOCIAL ISSUES**

| Face to face contact with public | ✓                          |                             |
| Lone working                   | -                          |                             |
| ## Shift work/night work/on call duties | -                          |                             |