

Candidate Information

Position:	Technician
School/Department:	School of Chemistry and Chemical Engineering
Reference:	18/106951
Closing Date:	Monday 26 November 2018
Salary:	£24,028 - £27,831 per annum (potential to progress to £29,514 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Thursday 22 November 2018
Duration:	2 Years

JOB PURPOSE:

To provide a technical support service to academic and research staff and students.

MAJOR DUTIES:

1. Responsible of providing technical advice in the use of specialized equipment for example DSC, TGA, GCFID, HPLC, SEM, XRD, ICP, TOC, TON, Microscope FTIR etc.
2. Contribute to short-term projects within ASEP.
3. Monitor and maintain technical equipment for use by staff and students.
4. Maintain information and documentation, manual and electronic records, and generate reports as required.
5. Provide a point of contact for technical queries, providing detailed information and guidance to staff, students and others as requested.
6. Prepare and carry out defined analysis of submitted samples using specified technical procedures, - e.g. DSC, TGA, GCFID, HPLC, SEM, XRD, ICP, TOC, TON, Microscope FTIR - following clear guidelines.
7. Apply a good working knowledge of the instrumentation to carry out maintenance and be responsible for day-to-day operation.
8. Monitor levels of stocks/stores and ensure that equipment, consumables and work area are ready to use when required.
9. Carry out analysis of information, data and or calculation, as directed identifying issues which require addressing, and presenting results accurately and appropriately as guided by the Technical Manager.
10. Responsible for sample submission, including the completion of appropriate paperwork.
11. Collate user records including training and safety – maintaining spreadsheets of authorized personnel.
12. Undertake Risk and COSHH assessments as directed by the Technical Manager.
13. PAT testing electrical equipment. as directed by the Technical Manager.
14. Preparing Training information on selected equipment as directed by the Technical Manager.
15. Comply with Health and Safety procedures affecting self and others.
16. Service and maintain the sampling equipment for ASEP including pumps and meters.

Planning and Organising:

1. Carry out sample preparation and analysis to time and quality requirements, with minimal direct supervision. - Including the need for a 5 day analysis turn round on submitted samples.
2. Prioritize own work schedule, based on the Units requirements for a 5 day analysis turn round.
3. Co-ordinate the analysis of submitted samples with other technical staff as required.

Resource Management Responsibilities:

1. Responsible for stock control to ensure supplies and resources are available when required.
2. Delegated responsibility for the general maintenance of equipment with sections of ASEP.
3. Delegated responsibility for the Instrument pool analysis budget (DCSIP).
4. Carry out training of staff and students in Analytical techniques as required.

Internal and External Relationships:

1. Communicate and Liaise with users of the technical service to establish requirements.
2. Maintain a network of contacts, knowing who to liaise with on key issues. This includes areas within Chemistry and Chemical Engineering for example Glassblowing, Instrument, Electrical and Electronic, and Quill.

ESSENTIAL CRITERIA:

1. Academic or vocational qualifications (e.g. NVQ 3, 2 A Levels, ONC/OND, City and Guilds level 3 or equivalents in a relevant subject) ; Must include Maths and Science (including Chemistry).
2. 2 year's relevant experience.
3. Specialist skills and knowledge of the instrumentation relevant to the job – for example DSC, TGA, GCFID, HPLC, SEM, XRD, ICP, TOC, TON, Microscope FTIR etc.
4. Comprehensive knowledge of the relevant systems, processes etc. involved in the financial aspects of the job role and in legislation and quality standards.
5. Well-developed understanding of Health & Safety issues.
6. Good organizational and time management skills. and an ability to plan and organize events to suitable timescales.
7. Understanding of relevant regulations and procedures including Health and Safety requirements.
8. IT skills, to include experience in use of Word/Excel.
9. Good communication and interpersonal skills.
10. Ability to develop and demonstrate standard equipment and techniques.
11. Ability to prioritise within own work schedule.
12. Problem solving skills.
13. Must be willing to undertake PAT training.

DESIRABLE CRITERIA:

1. Higher qualification in relevant subject(s) (e.g. Chemistry).
2. Previous experience of risk assessments.
3. Basic knowledge of risk assessments and/or COSHH.
4. Instrumentation experience.
5. Analytical experience.