

## **Candidate Information**

<b>Position:</b>	Part-time Technician (20 hpw, 18 months)
<b>School/Department:</b>	School of Chemistry and Chemical Engineering
<b>Reference:</b>	19/107478
<b>Closing Date:</b>	Tuesday 4 June 2019
<b>Salary:</b>	£17,751 - £20,836 per annum pro rata (potential to progress to £22,017 per annum pro rata through sustained exceptional contribution)
<b>Duration:</b>	18 months

### **JOB PURPOSE:**

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

### **MAJOR DUTIES:**

1. Maintain general cleanliness and tidiness within a Stores / Laboratory environment.
2. Operate and carry out routine maintenance on standard equipment.
3. Monitor levels of stocks/stores and ensure that equipment, consumables and work area are ready to use when required.
4. Prepare and carry out tests/experiments/technical procedures, following clear guidelines and/or procedures.
5. Maintain accurate records of test results and draft routine documentation.
6. Resolve work problems where possible, referring more complex problems to supervisor.
7. Removal and disposal of waste materials according to specified procedures.
8. General movement and transportation of goods and equipment according to detailed instructions.  
\* Note this will involve a high degree of manual handling eg moving and unpacking boxes of Winchesters or moving & unpacking pallets of stock from delivery point to storage shelves, moving dewars or gas cylinders.
9. Maintain and replenish an adequate supply of stock
10. Carry out routine record keeping including the recording and filing of information and maintenance of straightforward databases.
11. Comply with Health and Safety procedures affecting self and others
12. PAT testing in conjunction with other technical staff after suitable training
13. Operate and carry out routine maintenance on standard workshop/laboratory/departmental equipment as directed.
14. Carry out any other duties which are appropriate to the post as may be reasonably requested by Supervisor.

### **Planning and Organising:**

1. Carry out a range of tasks to time and quality requirements, working within established routines or procedures, with access to guidance where needed.
2. May prioritise duties within own work schedule, but refer to Supervisor for prioritising and scheduling of non standard work.

### **Resource Management Responsibilities:**

1. Have some responsibility for the security and routine maintenance of equipment in the laboratory and stores.
2. Support student learning through the demonstration of standard equipment and techniques.

### **Internal and External Relationships:**

1. • Communicate and liaise with supervisor, University colleagues, service users and/or external contacts, usually through established routine connections (e.g. students/staff, regular suppliers/contractors) as own section of work requires.
2. Daily contact with Supervisor, work colleagues, University staff and students.
3. Some liaison with suppliers – instrument suppliers
4. Contact with delivery drivers

### **ESSENTIAL CRITERIA:**

1. Academic and/or vocational qualifications ie 5 GCSE's A-C and/or NVQ level 2 in relevant subject (or equivalent). Must include Maths and Science (including Chemistry).
2. 1 year's relevant workplace experience within the last 10 years.
3. Working knowledge of relevant systems, equipment, processes and procedures.
4. Manual handling skills where required. Part of this job will involve a high degree of manual handling eg moving and unpacking boxes of Winchesters or moving & unpacking pallets of stock from delivery point to storage shelves, moving Gas dewars or cylinders.
5. Appreciation of the quality standards for the processing and output of the work.
6. Understanding and awareness of Health and Safety regulations and procedures.
7. Ability to communicate clearly orally and in writing.
8. Numeracy skills (if appropriate).
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. 2 year's relevant workplace experience within the last 5 years.
3. Relevant experience to include Analytical Chemistry Equipment - for example, NMR, HPLC, GC etc.
4. Previous experience of risk assessments.
5. Basic knowledge of risk assessments and/or COSHH.