

Candidate Information

Position: Chemical Safety Technician and Health and Safety Co-Ordinator
School/Department: Mathematics and Physics
Reference: 21/109254
Closing Date: Monday 18 October 2021
Salary: £28,756 to £33,309 per annum
Anticipated Interview Date: Wednesday 3 & Thursday 4 November 2021

JOB PURPOSE:

To manage the day-to-day running of the School's chemical preparation laboratories for all staff and students together with undertaking the role of School Health & Safety Co-ordinator. A substantial part of the duties will include the role of School COSHH safety supervisor ensuring compliance with all current safety processes and legislation.

Provision of a high level of technical support and assistance with the operation of the in-house Taranis high-power laser system including maintenance and repair of the complex electronic, optical and detection equipment/components after successful in-house training and development.

MAJOR DUTIES:

1. Daily management of the chemical preparation laboratories including access monitoring, stock control, approving new chemical orders, chemical preparation for use in other research and teaching laboratories and ensuring adherence to all necessary health and safety regulations and laboratory good working practices.
2. Manage all waste chemical and hazardous material removal from the School in conjunction with University Safety Services and external waste contractors.
3. Oversee the implementation of all COSHH regulations and procedures including support and approval for all COSHH risk assessments and undertaking the role of school safety supervisor for the COSHH and chemical disciplines with responsibility to the school's laboratory safety committee.
4. Undertake the role of School Health & Safety co-ordinator reporting to the School Operating Board, School Safety Committee, Laboratories Safety Committee and other relevant groups where appropriate - providing assistance and guidance to school management on related health & safety matters and preparations for both internal and external safety audits.
5. Ensure all Health & Safety documentation is maintained up-to-date on the School's Sharepoint safety portal, including the safety handbook, safety training records, and risk assessments.
6. Provide technical support within the Taranis laser laboratories to ensure efficient operation of the laser and target areas including setup, fault finding and repair of optical, electronic and light detection apparatus.
7. Ensure correct operation of the bespoke Taranis laser laboratories interlock safety system.
8. Ensure current and future stock requirements of equipment/apparatus and personal protection equipment for the Taranis laser interaction areas, both for staff and students.
9. Train other technical staff and students as required.
10. Maintain records of stock and equipment and advise colleagues on equipment renewal costs etc.
11. Carry out any other duties that are appropriate to the post as may be reasonably be requested by the supervisor and/or (Deputy) Head of School.

Planning and Organising:

1. Plan and allocate work and responsibilities using discretion to determine priorities and resolve conflicts to meet targets and deadlines.

Resource Management Responsibilities:

1. Oversee the use and maintenance of expensive, complex, and often bespoke machinery/instrumentation.

2. Take delegated responsibility for health & safety following established procedures.
3. On the job training of students and staff in use of equipment and techniques in own area of expertise.

Internal and External Relationships:

1. Daily contact with Supervisor, work colleagues, University staff and students.
2. Regular liaison with external contacts.

ESSENTIAL CRITERIA:

1. *Academic and/or vocational qualifications i.e. HND/HNC and/or NVQ level 4 in relevant subject (or equivalent).
2. *Four years relevant work experience to include:
 - Experience working in a chemical laboratory preparation area, managing the procurement and disposal of chemicals and hazardous materials.
 - Relevant experience undertaking and managing a COSHH safety supervisor role within a large experimental area/school and evidence of a good working knowledge in COSHH risk assessments.
 - Experience managing health and safety documentation and storage.
 - Experience within a safety supervisor role undertaking internal safety inspections in labs or working areas.
3. Comprehensive technical knowledge and experience in own scientific or technical specialism.
4. Well developed understanding of relevant regulations and procedures including Health and Safety requirements.
5. Skills in managing budgets/resources.
6. Supervisory skills.
7. Well developed communication skills.
8. Training of staff and students in use of equipment and techniques in area of expertise.
9. Ability to plan and allocate work and responsibilities using discretion to determine priorities and resolve conflicts to meet targets and deadlines.

DESIRABLE CRITERIA:

1. *PHD in a related Physics discipline (Laser and optical field).
2. Formal management qualification in Health & Safety management. e.g. NEBOSH.
3. *3 years + working in a research laboratory including setup and repair of high-power class 4 laser equipment and their related safety control systems.