

Candidate Information

Position:	Laboratory Technician (Teaching)
School/Department:	School of Chemistry and Chemical Engineering
Reference:	24/111765
Closing Date:	Monday 22 April 2024
Salary:	£29,334 - £33,642 per annum
Anticipated Interview Date:	Friday 3 May 2024
Duration:	Permanent

JOB PURPOSE:

To provide specialist technical services to support teaching in the School of Chemistry and Chemical Engineering.

MAJOR DUTIES:

1. Provide technical support and guidance for the provision of practical classes for students in the School of Chemistry and Chemical Engineering.
2. Prepare, set up and carry out procedures for experiments for use by academic and students according to Standard Operating Procedures (SOPs) and laboratory handbooks.
3. Prepare, set up and carry out procedures for experiments for use in School outreach activities and open days, including events run in collaboration with external organisations.
4. Provide technical support and advice for the development and preparation of samples and the use of equipment for practical classes using specialised skills and knowledge e.g. chemical reactions, titrations, analytical measurements, and use of experimental data logging software.
5. Day-to-day management of teaching laboratory and associated spaces. Responsible for the day-to-day servicing of the teaching laboratory.
6. Responsibility for day-to-day optimisation/performance of relevant equipment.
7. When required, contribute to the development and validation of new or improved methods/techniques and instrumentation based on technical knowledge and experience. Where necessary create new Standard Operating Procedures.
8. Carrying out risk assessments for the preparation and use of reagents, chemicals, equipment, and procedures.
9. Carry out and assist staff and students with Standard Operating Procedures, to include safe disposal of chemicals.
10. Collate and store accurate records using paper and computer-based systems and the preparation of data for inclusion in presentations and publications.
11. Interface regularly with members of the team to provide quality technical resource in a range of techniques.
12. Ensure that a high standard of laboratory tidiness and cleanliness is always maintained.
13. Ensure that all staff and students comply with Health and Safety regulations. Provide guidance and maintain safety records generated by the users, e.g. COSHH.
14. Responsible for maintaining stock levels ensuring chemicals, equipment and all requisite material for classes are ordered well in advance.
15. Monitor and maintain a safe working environment in accordance with Health and Safety procedures.
16. To undertake any other reasonable duties, within the general remit of the post and competence of the post-holder, in with the changing needs of the School's programmes and portfolio. This may include support in the preparation of resources for practical work.

ESSENTIAL CRITERIA:

1. * Academic and/or vocational qualifications i.e. 5 GCSEs at Grade C or above (or equivalent) or NVQ Level 3 (or equivalent) in a relevant subject.
2. * At least 2 years' relevant experience in a technical role within a laboratory.
3. * Experience in chemical science techniques relevant to the post.

4. *Experience in the following:
 - Experience of preparing samples.
 - Health and safety including the production of risk assessments.
 - Stock control and requisitioning.
 - Management of inventory.
5. Competent computer skills, including proficient use of MS Office.
6. Well-developed understanding of relevant regulations and procedures including Health and Safety requirements.
7. Good communication and interpersonal skills and ability to construct clear data presentation and reports.
8. Ability to organise, plan and deliver practical classes with Students.
9. Ability to develop and demonstrate standard equipment and techniques and provide guidance as required.
10. Ability to plan own work schedule responding to new pressures and adjusting priorities.
11. Ability to keep accurate records.
12. Flexibility and willingness to work occasional irregular hours.

DESIRABLE CRITERIA:

1. Degree level qualification or equivalent in a relevant science subject.
2. Experience in a technical role within a teaching laboratory delivering practical classes.
3. Experience in Physical Science Techniques relevant to the post.
4. Experience of providing health and safety guidance and advice to students and/or staff.
5. Experience with setup, maintenance and calibration of scientific equipment required for a Teaching Laboratory.
6. Experience of managing a budget.