

## Chemistry Technician

Job Ref: REQ17727

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

### Job Description

**Job Grade: Technical Services Grade 3**

#### Job Purpose

The purpose of the job holder is to provide technical support as part of a team in the Chemistry Department to support and enhance the department's technical, teaching and research capabilities.

#### Job Duties

##### *Research*

- Provide technical support to teaching laboratories under the supervision of the laboratory Technical Tutor. This will involve a variety of tasks, which include the preparation of chemicals and materials for practical sessions as well as the turn-around of laboratories in between practical classes and support for undergraduate experimental projects. In house training will be given to the job holder for any work that is unfamiliar.
- Work closely with, and provide support for, research groups, academics, postgraduates, and undergraduates as part of a team under supervision from Technical Tutors in the department.
- Carry out tasks in the department's teaching labs, working with the Technical Tutors, with a view to understanding the work processes involved.
- Help with preparations for seminars and showcase lectures.
- Communicate effectively, with technical staff, academics, students, and visitors, to complete required tasks.
- Build and maintain working relationships with technical support staff in other departments.
- Attend training courses on the wide ranging health and safety regulations pertaining to the work carried out in the department and to complete further training, as necessary, on subjects relating to the job holder's work within the department. This may necessitate learning new techniques and areas of expertise, and may require attendance at both internal and external courses.
- To undertake other general tasks and duties, commensurate with the level of the post, as directed by the Technical Tutor or Technical Facilities Manager.
- The job holder will work as part of the department's technical, team carrying out routine technical or scientific tasks under regular supervision. Tasks will be mainly standardised and straightforward within well-established routines and procedures. As the job holder gains more experience through working within the department and taking training courses the role holder will be expected to take on more challenging aspects of the role and to take on increasingly less routine tasks and responsibilities.
- Work to, and implement, health and safety regulations with respect to work undertaken.
- To understand and adhere to the University's work related policies eg. IT Acceptable Use Policy, Diversity Policy etc.

#### Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

The post holder may be required to work outside of normal office hours if necessitated by the exigencies of the service.

## **Organisational Responsibility**

Reports to: Technical Tutor

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Qualifications	4 GCSEs including Maths and English (or equivalent).	1,3
Experience	Prior general scientific work experience.	1,3
Skills and Abilities	Aptitude and interest for practical science, preferably Chemistry based.	1,2,3
	Ability to work efficiently and accurately.	1,2,3
	Highly motivated.	1,3
	Work well with others, be part of a team.	1,3
	Good communication skills.	1,3
	The ability to learn new skills, techniques and processes.	1,3
	To be I.T. literate, to use Microsoft Windows, Office, e-mail and the internet.	1,3
Training	A willingness to undertake further training is essential.	1,3
	Prepared to undertake first aid training.	1,3
	A willingness to adopt new processes, procedures and techniques appropriate to the role.	1,3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1,3

### Desirable Criteria

Area	Criteria	Stage
Qualifications	GCSE or equivalent in Chemistry or General Science.	1,3
	NVQ level 2 or other relevant vocational qualification.	1,3
Skills and Abilities	Understanding of basic Chemistry principles.	1,2,3
Training	Manual Handling Training.	1,3
	COSHH and Health and Safety.	1,3
	First Aider.	1,3
Other	Flexible approach to working hours to ensure scheduled laboratory sessions are supported, help with outreach activities (occasional Saturday).	1,3

## Conditions of Service

The position is full time and open ended. The salary will be paid on a Technical Services Grade 3 (£16,618 – £18,940 per annum) at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Sweta Ladwa, Technical Tutor by email at: [S.R.Ladwa@lboro.ac.uk](mailto:S.R.Ladwa@lboro.ac.uk) or Steve Elliott, Technical Facilities Manager at [S.J.Elliott@lboro.ac.uk](mailto:S.J.Elliott@lboro.ac.uk).