

## **Job Title: Radiation Decommissioning Officer**

**Job Ref: REQ180431**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### **Department Summary**

The role sits within the Health and Safety Services. The Health and Safety Service is committed to supporting the University in driving good health and safety standards, so that no one is harmed by the work undertaken at the University.

### **Job Description**

**Job Grade:** Management and Specialist, Grade 6

### **Job Purpose**

To support the safe management of radiological activities across the University and to work to enable the safe decommissioning of the Graham Oldham building:

- To instruct students and staff in the safe use of radioactive materials, their handling and disposal.
- To follow the Ionising Radiation Regulations 1999 and any subsequent revisions.
- To monitor compliance with the Environmental Permit under the Environmental Permitting Regulations 2010 and any subsequent revisions.
- To work with the University Radiation, Biological and Chemical Safety Officer to ensure compliance with the Local Rules and other operational procedures.
- To work with the University Radiation, Biological and Chemical Safety Officer to secure the safe decommissioning of the Graham Oldham building.
- To support the University Radiation, Biological and Chemical Safety Officer in the collation and presentation of statutory returns.
- To support the University Radiation, Biological and Chemical Safety Officer in all aspects of chemical safety.

### **Job Duties**

- Plan and carry out the day to day decommissioning activities with radiochemistry under advise from the University Radiation, Biological and Chemical Safety Officer.
- To manage and control the radioactive materials used in agreed areas so as to ensure compliance with statutory legislation.
- Analysis of data to determine presence, type and quantity of radioactivity using specialised chemical techniques such as ICP, Gamma and alpha spectrometry and X-ray diffraction.
- To produce accurate decommissioning reports for the Radiation Protection committee or when required by University Radiation, Biological and Chemical Safety Officer.
- Assist University Radiation, Biological and Chemical Safety Officer in liaising with regulatory bodies in regards to decommissioning.
- Compile monthly copies of the current sealed source register and if applicable the unsealed source registers and waste disposal records.

- Carry out annual leakage checks on all radioactive sealed sources.
- Produce risk assessments/standard operating procedures for decommissioning and other required radiological procedures or experiments.
- Act as Radiation Protection Supervisor within radiochemistry and attend RP committee.
- Support the production of suitable prior risk assessments for all new work involving the use of ionising radiation for university radiation workers.
- Liaise with School of Science in regards to PhD students radioactive samples within radiochemistry to advise on disposal methods.
- Calibration of radiation contamination monitors.
- Assist University Radiation, Biological and Chemical Safety Officer in the delivery of appropriate information and training to radiation.
- Support University Radiation, Biological and Chemical Safety Officer in other University-wide areas of radiation protection.
- Support University Radiation, Biological and Chemical Safety Officer in chemical safety across the university which may include risk assessments, chemical analysis, training and incident investigations.

### **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.

### **Organisational Responsibility**

Reports to the University Radiation, Biological and Chemical Safety Officer.

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. 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
<b>Experience</b>	Substantial technical experience in a suitable laboratory environment.	1,3
	Competent in the day- to-day use of IT e.g. Microsoft Word and Excel. Good report writing skills.	1,3
	Extensive experience of working with ionising radiation and an understanding of the regulatory requirements.	1,3
	Experience with radioactive waste disposal methods and with the associated regulatory requirements.	1,3
<b>Skills and Abilities</b>	Experience of Gamma/Alpha spectrometry, ICP's and X-ray diffraction including analysis of produced data.	1,3
	Extensive knowledge of radiation monitors.	1,3
	Effective communication skills for working with staff and students.	1,3
	An organised and systematic approach to organising, prioritising and managing time in undertaking multiple tasks in laboratory and office settings.	1,3
	A willingness to adopt new procedures as and when required.	1,3
	Extensive knowledge of chemistry laboratory practice.	1,3
<b>Training</b>	RPS trained.	1,3
<b>Qualifications</b>	Degree in Chemistry.	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of working in an academic environment.	1,3
	Previous experience of working with alpha-emitting radionuclides.	1,3
	Chemical safety experience.	1,3
Qualifications	Degree in radiation related subject. First Aid training.	1,3
Other	Member of Radiological Safety Association (AURPO and/or SRP).	1,3

## Conditions of Service

The position is full-time and fixed-term for 3 years. Salary will be on Management and Specialist Grade 6, £29,799 to £38,833 per annum, subject to an annual pay award, 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 grades 6 and above 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

### **Informal Enquiries**

Informal enquiries should be made to Ms Julie Turner, Radiological Biological and Chemical Safety Officer, [J.M.Turner@lboro.ac.uk](mailto:J.M.Turner@lboro.ac.uk) or by telephone on +44 (0)1509 222599.

### **Applications**

The closing date for receipt of applications is **27 May 2018**.