

## Senior Technician/Technical Tutor (Chemistry - NMR)

REQ211174

Please note that, as part of the University's ongoing commitment to redeployment, this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 6**

#### Job Purpose

To provide technical support for cross-disciplinary research/project activities in the NMR lab and wider Chemistry laboratories. The role requires: the application of substantial experimental subject expertise: the provision of technical instruction; skilled experimental direction; provision of design-advice; and the delivery of Health and Safety guidance. The role supports: undergraduate, postgraduate-taught and postgraduate-research students; as well as academic and research staff.

#### Job Duties

- To have technical responsibility for maintaining the NMR service including problem solving, preventative maintenance and, where necessary, liaising with external engineers.
- To oversee and optimise use of each NMR spectrometer to ensure efficient service provision.
- To manage multi-user access to the NMR spectrometers and provide comprehensive training to all users in the safe and responsible use of the instruments, maintaining appropriate training records.
- To be responsible for monitoring stock and levels of laboratory materials, consumables, components and serviceable parts for equipment, and to be responsible for their procurement.
- Work with the technical team, Facilities Management and external contractors to maintain the Chemistry laboratories and associated infrastructure.
- To ensure operational continuity by sharing expertise in complex instrumentation with researchers and the technical team.
- Engage with the wider NMR and technical community to support continuous monitoring and enhancement of the NMR service.
- When required, to provide technical tutor support for experimental/practical sessions in the wider chemistry labs.
- When required, to be responsible for the preparation of apparatus and equipment for laboratory classes and provide advice as well as assistance to users (including technical support for equipment associated with experiments).
- To contribute by sharing knowledge and expertise in the development of technical/scientific solutions in support of research projects.

- To assist with and support other instrumental assets (e.g. XRD, GC-MS, LC-MS) when required.
- To take a proactive approach to Health and Safety within the School and contribute to the continual development of good practice using a risk-based approach.
- To act as, or co-ordinate with, Health and Safety duty holders as required
- To ensure the laboratories are maintained, tidy and serviceable at all times and to ensure all housekeeping is undertaken to a high standard.
- To coordinate duties of technical support staff in the laboratory and for other members of the technical support team as required.
- To ensure safe handling and disposal of laboratory materials and equipment.
- To act as the line manager for members of the technical support team as required
- To act as a technical representative on School/University working groups as required.
- To undertake any other duties, commensurate with the grade of the role, at the request of the School Technical Facilities Manager or School Operations Manager.

### **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 have a duty and commitment to observing the University's Equality, Diversity and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equality, Diversity and Inclusion legislation and University policies/procedures.

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

There will be a requirement to undertake further training relevant to the role, both in laboratory techniques and specific Health and Safety related areas including fire marshal and manual handling training.

There will be some physical aspects of the role that require the use of manual handling techniques and equipment, including moving loads >25kg (such as cryogenic liquid vessels or compressed gas cylinders).

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: School of Science Technical Facilities Manager

## 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
Experience	Substantial previous practical experience of working in a Chemistry teaching/ training or research environment in a technical capacity.	1,3
	Experience of supervising staff and/or students.	1,3
	Previous experience of NMR instruments and experimental techniques used within Chemistry	1,3
	Experience of training/teaching/instructing practical skills and complex instrumentation from undergraduate to degree level or above.	1,3
Skills and abilities	Thorough understanding of theories and principles of Chemistry/Analytical Science.	1,3
	Extensive knowledge of analytical techniques and methodologies.	1,2,3
	Accomplished at maintaining NMR instruments and other analytical instrumentation with a methodical approach to fault-finding and problem solving.	1,2,3
	In depth knowledge and understanding of COSHH and related safety policy, including the safe use of compressed and liquified gases.	1,2,3
	Proven organisational skills and ability to work flexibly and independently.	1,3
	Proven communication skills and ability to interact effectively with students and staff.	1,3
	Able to demonstrate competency in the use of general chemistry laboratory equipment and instrumentation.	2,3
Training	A willingness and ability to undertake further training, both in laboratory skills and Health and Safety as outlined in the above job duties and special conditions.	1,3
	Demonstrate evidence of continuing professional development relevant to the role.	1,3
Qualifications	Degree in Chemistry or a closely related discipline.	1,3
Other	Commitment to observing the University's Equality, Diversity & Inclusion policies at all times.	1,3
	Flexible approach to working hours to ensure laboratory activities are fully supported.	1,3

## Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of working within an academic/training environment.	1,3
Skills and abilities	Skilled in use of instruments such as, XRD, GC-MS, LC-MS.	1,2
Training	Ionising/non-ionising radiation safety.	1,3
Qualifications	Higher degree/PhD in Chemistry or a related subject.	1,3
	NEBOSH or IOSH certificate.	1,3
Other	Understanding of lab infrastructure including local exhaust ventilation systems.	1,3

## Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on a TECHNICAL SERVICES GRADE 6, (£31,406 – £40,927 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 **Technical Services Grade 6**, details of which can be found at <https://www.lboro.ac.uk/services/hr/conditions-of-service/grade6andabove/>

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/>

## Applications

Closing date for applications: **21 November 2021**.