

## Laboratory Technician (Chemistry)

Job Ref: REQ240663

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 4**

#### Job Purpose

The purpose of the job holder is to provide a high standard of technical support, lab maintenance and cleanliness, as part of a team in the School of Science, to support and enhance the School's technical, teaching and research capabilities.

#### Job Duties

- The job holder will work as part of the technical team carrying out technical or scientific tasks, under general guidance but planned and organised independently. Initially, tasks will tend to be mainly standardised and straightforward within well-established routines and procedures. As the role holder gains more experience and training, they will be expected to undertake more complex aspects of the role and take on more challenging tasks and responsibilities. This may necessitate learning new techniques and areas of expertise and may require attendance at both internal and external courses.
- Help with preparations for open/visit days and outreach activities.
- 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.

#### Technical Support for Laboratories

- Provide technical support to chemistry and biology teaching laboratories under the general guidance of the Senior Technician/Technical Tutor. This will involve a variety of tasks, which include:
  - Preparation of laboratory chemicals, materials and equipment for timetabled sessions.
  - Ensuring equipment for standard techniques is ready for use.
  - Assisting with the provision of chemicals and materials during timetabled labs and research projects.
  - Turnaround of labs between sessions including clean down at the end of each session.
  - Assisting in the disposal of waste chemicals, consumables and equipment.
- Work closely with, and provide support for, research groups, academics, postgraduates, and undergraduates; providing demonstration of equipment, processes and techniques as and when required.

#### Laboratory Administration

- To maintain a chemical and equipment inventory
- To maintain laboratory consumable levels and procure additional stock as required.
- Produce purchase requisitions and process deliveries.

#### Health & Safety Practices

- Implement and enforce health and safety regulations with respect to all lab activities and escalate issues as required.
- Attend training courses on the wide-ranging health and safety regulations relevant to the role and laboratory activities
- Assist with routine compliance checks/audits as and when required.

### **Support for Advanced Instrumentation**

- Use own knowledge and experience to identify and analyse problems and develop solutions.
- Carry out routine maintenance of more complex instrumentation (such as HPLC, NMR, IR and UV/Vis spectrometers) to ensure it is kept in good working order.
- Provide appropriate support for students in the use of advanced instrumentation.

### **Other**

- To understand and adhere to the University's work-related policies e.g. IT Acceptable Use Policy, Equality, Diversity and Inclusion Policy, etc.
- To undertake other general tasks and duties, commensurate with the level of the post, as directed by the Technical Tutor or Technical Facilities 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 should hold 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 first aider, 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 >5kg (such as lab equipment, chemical containers or gas cylinders). A degree of flexible working is required, to supported extended teaching activities, to provide support for Visit/open days and outreach activities and to support other labs when required.

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

The post holder will be expected to wear appropriate PPE when working in laboratories. This will be provided by the School and will include lab coat, safety glasses and nitrile gloves.

### **Organisational Responsibility**

Reports to: Senior Technician/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	A level Chemistry or equivalent. Five GCSEs of minimum grade C/4 including Science, Maths and English language.	1,3
Experience	Prior experience of working in a laboratory environment. Without qualification, an in-depth knowledge of the relevant work area gained through previous on the job experience and practice in the specified skill base will be accepted.	1,3
Skills and Abilities	Aptitude and interest for practical science, preferably Chemistry based.	1,2,3
	Ability to work accurately yet efficiently, planning and prioritising own workload.	1,2,3
	An understanding of CoSHH and laboratory related safety policy.	1,2,3
	Ability to assess problems and use experience to determine solutions.	1,2,3
	Work well with others, be part of a team.	1,3
	Excellent 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 and ability to undertake further training, both in lab skills and H&S, as outlined in the above job duties and special conditions (including first aid, fire marshal and manual handling).	1,3
Other	Commitment to observing the University's Equity, Diversity & Inclusion policies at all times.	1,3
	Flexible approach to working hours to ensure laboratories are supported, help with outreach/Visit Day activities (occasional Saturdays).	1,3

### Desirable Criteria

Area	Criteria	Stage
Qualifications	HNC or equivalent in Chemistry or a related subject.	1,3
	NVQ level 4 or other relevant vocational qualification.	1,3
	Level 3 Laboratory Technician apprenticeship	1,3
Experience	Previous experience of working in a higher education environment.	1,3
Skills and Abilities	Practical knowledge of Chemistry.	1,2,3
	Ability to use standard laboratory apparatus and may have already used more sophisticated instruments.	1,2,3

Training	CoSHH and Health and Safety.	1,3
	Handling of compressed gases and cryogenics	1,3

## Conditions of Service

The position will be an open ended, term time only contract (working 37 hours a week over 32 weeks) **Technical Services Grade 4 (£23,700 – £27,181 per annum, pro rata)** 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 Academic and Related 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 Steve Elliott, Technical Facilities Manager at [S.J.Elliott@lboro.ac.uk](mailto:S.J.Elliott@lboro.ac.uk) or by telephone on 01509 222595.