

Senior Technician/ Technical Tutor (Chemistry)

Job Ref: REQ241147

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Job Purpose

To provide technical support for research/project activities in the 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. In addition, support of learning and supervision of taught practical sessions may occasionally be required.

Job Duties

- To maintain the Chemistry laboratories, to enable undergraduate, postgraduate taught, research students and staff to safely carry out practical work.
- To share expertise in complex instrumentation and experimental protocols and to train users to ensure operational continuity.
- When required, proactively plan and prepare laboratories for undergraduate and postgraduate classes and ensure laboratory equipment and materials are available for timetabled sessions.
- When required, to deliver timetabled laboratory sessions (as part of a team with academic staff) and to assist with the assessment of experimental practical skills.
- 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.
- 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 apply in depth knowledge of Chemistry techniques to provide technical or scientific solutions in support of research projects.
- In conjunction with academic staff, develop, test and construct/prepare new experiments and specialist research equipment. To work closely with academic colleagues to support and develop their research.
- To have technical responsibility for (operating, demonstrating and maintaining) apparatus and equipment (e.g. XRD, GCMS, LCMS, GC, UV/IR).
- To act as Deputy Safety Officer, taking 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 holder as required (eg Radiation Protection Supervisor).
- 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 ensure that all work surfaces are free from contamination.
- To act as the line manager for members of the technical support team.
- 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 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.

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

Responsible for: Technical Team Members within Chemistry

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/research environment in a technical capacity.	1,3
	Experience of supervising staff and/or students.	1,3
	Previous experience of experimental techniques used within Chemistry, including the safe use of compressed and liquified gases.	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.	1,3
	Extensive knowledge of experimental techniques within Chemistry.	1,2,3
	Accomplished at maintaining a wide range of chemistry laboratory equipment with a methodical approach to fault-finding and problem solving.	1,2,3
	In depth knowledge and understanding of COSHH, DSEAR and related safety policy.	1,2,3
	Excellent organisational skills and ability to work flexibly and independently.	1,3
	Excellent communication skills and ability to interact effectively with students and staff.	1,3
	High level of competency in the use of lab equipment and instrumentation.	2,3
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.	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 scheduled laboratory sessions are supported, help with Outreach/ Applicant Visit Day activities (occasional Saturday).	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of working within an academic/training environment.	1,3

	Experience of bio safety processes and procedures.	1,3
Skills and abilities	Skilled in use of instruments such as Raman, NMR, high res MS.	1,2
Training	Ionising/non-ionising radiation safety.	1,3
Qualifications	Higher degree/PhD in experimental Chemistry or a related subject	1,3
	Hold or be willing to work towards Associate Fellowship of the HEA	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 PART TIME 18.5 hours and OPEN-ENDED. Salary will be on a TECHNICAL SERVICES GRADE 6, (£34,866 – £45,163 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 [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/childcareinformation---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/>