

JOB DESCRIPTION

	SRF31802-R
	Senior Technician in Analytical Chemistry (Teaching & Research)
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	Technical Services (SAPD)
	Technical Manager
	N/A

Purpose

To provide and oversee the delivery of effective high quality technical support for teaching and research purposes across a suite of analytical laboratories based in the School of Agriculture, Policy & Development (SAPD). Typically, the laboratory facilities are used in the study of Animal, Dairy & Food Chain Sciences and Crop Production, The laboratories are home to an array of advanced analytical instrumentation (e.g. ICP-OES, GC, HPLC, LC-MS). The role is line managed within the centralised function of Technical Services (Cluster 2) that encompasses a cohort of technical staff working across three of nine schools at the university.

Main duties and responsibilities

- To be responsible for the delivery of technical support activities associated with specialist teaching and research areas principally in SAPD.
- To ensure that provision of technical support is of an excellent quality and delivered in a timely, professional fashion.
- To maintain specialist areas and the associated teaching and research materials and collections by overseeing and participating in upkeep of allocated equipment including housekeeping, data recording, waste management, stock keeping, ordering and to ensure that local safety requirements are in place. This may include administration of the HSE Permit to Work system. There may be responsibility for recharging.
- To deliver training (e.g. equipment usage and techniques) to staff and students, and provide day-to-day advice, as required.
- To provide advice to staff and students in the preparation of laboratory-based Risk Assessment and prepare Standard Operating Procedures for use with allocated analytical instrumentation.
- Where required, to ensure staff and students working within specialist areas have received safety inductions and safety critical training according to Standard Operating Procedures.

- Depending on operational requirements, to:

Either:

- Be responsible for support activities associated with entire teaching modules or projects within the taught student schedule. This will involve direct liaison with academics and students, trialing of complex practicals, designing, constructing and developing materials, including technical delivery notes, apparatus and techniques.
- To oversee and participate in the organisation, planning, ordering, preparation and laying out (erecting or packing for field based activities) of project and teaching materials across a number of modules according to the practical class schedule.

Or:

- To apply specialist skills to develop and deliver techniques to support research and outreach activities. This may involve operation, troubleshooting, design and maintenance of highly specialised equipment and apparatus.
 - In clearly defined circumstances as identified by the line manager, to directly contribute to research outcomes.
- To occasionally provide cover for teaching and research support activities in other areas, particularly within the Cluster.
 - To occasionally liaise with visitors, other institutions and outreach contacts and to prepare and exchange materials for Outreach, Student Recruitment events, Productions and Conferences and to be present to assist at these events.
 - To work in accordance with University H&S guidelines and to fulfil roles such as fire warden or first aider.
 - Any other duties, as defined by the line manager that do not change the general character of the job or the level of responsibility entailed.

Supervision received

The post holder will organise himself or herself and work independently on a month-to-month basis under the guidance of a Technical Manager.

Supervision given

The post holder will supervise the daily and weekly activities of technicians and trainee technicians.

Contact

Technical staff in other Clusters, School staff and students.

Terms and conditions

36 hours per week.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time, which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 27 Feb 2020

Unit name goes here

Person Specification

<p>Job Title: Grade 5 Senior Teaching and Research Technician – Analytical Chemistry</p>	<p>Cluster 2 Division: Analytical</p>
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Criteria	Essential	Desirable
<p>Skills Required</p>	<ul style="list-style-type: none"> • Able to operate, troubleshoot and develop methods for analytical instrumentation such as GC, ICP-OES/ICP-MS, HPLC, LC-MS. • Able to provide clear specialist guidance to staff and students on complex technical issues. • Able to analyse data for quality and fault finding purposes. • Able to plan and organise an area of specialist activity and technical support in laboratories involving a range of equipment. This will include forecasting demand, planning and organising resources to time and quality standards. • Able to clarify complex issues in writing and/or verbally. • Able to organise and run meetings that relate to the work unit and offer constructive solutions when issues arise. 	<ul style="list-style-type: none"> • Able to operate, troubleshoot and develop methods for a wide range of analytical equipment such as Elemental Analysers, Spectrometers, IRMS etc.
<p>Attainment</p>	<ul style="list-style-type: none"> • Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification in relevant field such as Analytical Chemistry or Life Sciences (e.g. Animal, Dairy & Food Chain Sciences, Crop Production, Biological Sciences). 	<ul style="list-style-type: none"> • Teaching related accreditation e.g. AFHEA. • Professional Registration e.g. Registered Science Technician (RSciTech).

Knowledge	<ul style="list-style-type: none"> ● Knowledge of principles and trends in chemical analysis, in particular how this supports delivery of teaching and research activities. ● Apply technical, specialist knowledge to solve complex, non-routine problems. ● Use knowledge to prepare work rotas and/or activity scheduling and bookings for services. ● Sufficient knowledge to identify gaps in laboratory health and safety and quality compliance and propose solutions. ● Able to apply a comprehensive knowledge of relevant university systems and procedures. ● Able to develop an awareness of activities in the broader work area. 	
Relevant Experience	<ul style="list-style-type: none"> ● Extensive technical work experience, acquired in relevant roles and job-related training. ● Experience of providing technical advice and training to staff and students. ● Experience of advising on and assisting development, construction, assembly and application of equipment, techniques and method development. ● Experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy. 	
Disposition	<ul style="list-style-type: none"> ● Commitment to the values and professional behaviours of the University. ● Commitment to staff and student development and support. ● Evidence of Continuing Professional Development and training. ● Willingness to work flexibly to support School activities. 	
Other		<ul style="list-style-type: none"> ● First Aid qualification ● UK Driving Licence or equivalent ●

Completed by: Technical Services

Date: Feb 2020