



Job title	Technician	Job family and level	Technical Services Level 2
School/ Department	Pharmacy within the Faculty of Science	Location	University Park, University of Nottingham

Purpose of role

The purpose of the role will be to deliver timely and high-quality technical support within a School/Unit in the Faculty of Science. The scope of activity may include initiatives in research/teaching support and commercial work. The role holder will provide a range of technical support activities for example, contributing to maintenance of equipment/systems/assets and/or supporting active sessions.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Planning and Prioritisation <ul style="list-style-type: none"> ▪ Plan work and prioritise escalating problems or conflicts to relevant areas. ▪ Maintaining outputs through provision of technical support in specific areas which may include stores, laboratories or specific equipment 	10%
2	Work Area Tasks <ul style="list-style-type: none"> ▪ To perform routine tasks to time and quality requirements, working within established routines/procedures, but with minimal direct supervision. May include carrying out basic calibrations/maintenance of equipment/systems/glassware and some basic interpretation of data/results, presenting findings accurately. ▪ Assist staff and/or students in the preparation and use of equipment/systems and techniques, advising on any specific aspects of work within own area. ▪ To maintain equipment/systems and/or cleaning of equipment having a high standard of housekeeping. ▪ Monitor and maintain stocks levels/stores of basic equipment and supplies. 	40%
3	Health and Safety Performance <ul style="list-style-type: none"> ▪ Consider Health and Safety in the performance of all duties by assessing the risks of the planned activity and performing the tasks having considered, and acted to secure, the safety of yourself and others and maintain a safe work environment through conducting testing to time and quality requirements, check status of equipment, notify and take action on non-conformance, where appropriate. 	20%
4	Student Support	10%

	<ul style="list-style-type: none"> ▪ Assist, guide and support students and/or other technicians. May include assisting researchers with the conduct of their testing. 	
5	<p>Communication</p> <ul style="list-style-type: none"> ▪ Communicate effectively information/instructions to others. Maintain accurate data records, draft routine document control. 	10%
6	<p>Team and Development</p> <ul style="list-style-type: none"> ▪ Contribute towards team meetings and/or research project meetings, as required and be involved in the development, testing, and construction of new equipment and/or techniques. 	10%
7	<ul style="list-style-type: none"> ▪ Any other duties appropriate for the grade and role 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills, including the ability to communicate information with clarity. ▪ Analytical ability to be able to interpret non-complex data/results. ▪ Good IT literacy skills. ▪ Problem solving skills. ▪ Good customer relation skills. ▪ Ability to work accurately in order to maintain high standards, with the ability to work effectively under pressure. ▪ Ability to adopt a methodical approach to work in order to achieve work deadlines. ▪ Ability to lift and move objects as this role will involve storing and moving consumables and equipment. 	<ul style="list-style-type: none"> ▪ Demonstrable development in own technical skills in relevant area.
Knowledge and experience	<ul style="list-style-type: none"> ▪ A sound understanding of Health and Safety. ▪ Previous relevant experience, with the ability to undertake a range of technical support activities e.g. analytical chemistry techniques with minimal supervision. 	<ul style="list-style-type: none"> ▪ Knowledge and experience of chemistry systems/methods. ▪ Experience of chemistry equipment/machinery. ▪ Evidence of development in chemistry specialism. ▪ Practical appreciation/experience of hazards.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ A minimum of two A Levels in relevant subjects or equivalent vocational qualifications (NVQ, City & Guild), plus some experience in a relevant technical/scientific role. Or Considerable work experience in a relevant technical/scientific role. 	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others



