



<b>Job title</b>	Science Technician	<b>Job family and level</b>	Technical Services Level 3
<b>School/ Department</b>	Education	<b>Location</b>	Jubilee Campus

## Purpose of role

The purpose of this role is to provide specialist technical support for the science content of Initial Teacher Education courses. The role holder would act as the laboratory technician to oversee the science laboratory facilities and to support the development and delivery of science curriculum areas. The role would involve planning and overseeing the day-to-day running of the two science laboratories and prep room, maintaining resources and providing technical supervision/training in the use of equipment and techniques in the area of school science to relevant staff/students to ensure objectives are met.

The role holder will be responsible for the upkeep of designated laboratories as well as the use and maintenance of equipment.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Technical running of the laboratories</b> <ul style="list-style-type: none"> <li>▪ Plan and oversee the day-to-day technical running of the laboratories, allocating resources and providing technical support to ensure work objectives and standards are met.</li> <li>▪ Set up and provide practical support for all ITE courses and for external speakers.</li> </ul>	40%
2	<b>Technical Knowledge</b> <ul style="list-style-type: none"> <li>▪ Support, advise on and undertake the development, design, preparation, construction, assembly and application of equipment, experiments and techniques</li> <li>▪ Provide Health &amp; Safety Guidance, ensure Health and Safety procedures are followed at all times and the laboratories are a safe working environment</li> </ul>	10%
3	<b>Routine Maintenance</b> <ul style="list-style-type: none"> <li>▪ To conduct regular routine maintenance, fault diagnosis and repair of equipment/ apparatus personally or through others in own area of responsibility, as required, and advise on the purchasing of equipment</li> </ul>	5%

	and consumables ensuring the adequate stocks of laboratory supplies and maintaining appropriate records.	
4	<b>Specialist Advice</b> <ul style="list-style-type: none"> <li>▪ To provide quality and timely advice, assist and train staff and students on the development, design, preparation, construction, assembly and application of equipment, the setting up of experiments and/or deployment of particular techniques.</li> </ul>	10%
5	<b>Health and Safety</b> <ul style="list-style-type: none"> <li>▪ Monitor 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:</li> <li>▪ Ensure students are trained in techniques and the safe and effective use of equipment to ensure compliance with relevant health and safety regulations, including carrying out safety risk assessments.</li> <li>▪ Proactive membership of the School's Health and Safety Committee</li> <li>▪ Prepare for and participate in Health and Safety, teaching quality (including OfSTED) and other audits</li> </ul>	25%
6	<b>Communication</b> <ul style="list-style-type: none"> <li>▪ Communicate effectively information/instructions to the ITE science team, ITE students and wider university as required, and ensure the accurate completion of documentation and records.</li> <li>▪ Collaborate with the ITE team to ensure effective delivery of the ITE science curriculum</li> </ul>	5%
7	<b>Contribution to the development of methods/ techniques/ equipment</b> <ul style="list-style-type: none"> <li>▪ Contribute to the development of new or improved methods/techniques/equipment and to undertake further training to develop skills and technique base in the specialist area of school science.</li> </ul>	5%
8	<ul style="list-style-type: none"> <li>▪ Any other duties appropriate to the grade and role</li> </ul>	

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Problem solving skills.</li> <li>▪ Oral and written communication skills, including the ability to communicate with clarity on complex information.</li> <li>▪ Ability to work accurately in order to maintain high standards, with the ability to work effectively under pressure.</li> <li>▪ Ability to build relationships and collaborate with others internally and externally.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Capability to organise own and other's activities to meet set deadlines.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Technical experience in relevant techniques and equipment.</li> <li>▪ An understanding of regulations and procedure governing laboratory work (including Home Office and Health and Safety, Health and Safety Executive COSHH guidelines) and implications of non-compliance of other staff.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of teaching/learning/curriculum /assessment in science in school environments</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Minimum of HNC in relevant subject, or equivalent qualifications plus some work experience in relevant role or previous work experience in relevant role</li> </ul>	<ul style="list-style-type: none"> <li>▪ Additional qualifications in laboratory skills e.g. Health and Safety</li> </ul>



## 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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others



