



<b>Job title</b>	Technician in Chemical and Environmental Engineering	<b>Job family and level</b>	Technical Services Level 3
<b>School/ Department</b>	Department of Chemical and Environmental Engineering, Faculty of Engineering	<b>Location</b>	L3 and L4 Laboratories Buildings, University Park Campus

## Purpose of role

The purpose of this role is to provide senior teaching and research support to the Department of Chemical and Environmental Engineering (CEE), plan and oversee the day-to-day running of laboratory facilities, allocating resources and providing technical supervision and training in the use of equipment and techniques to relevant staff and students to ensure objectives are met. Use specialist knowledge, experience and skills to provide excellent teaching, and to provide advice on experiment design and equipment capabilities. The role holder will be responsible for laboratory health and safety and the upkeep, training, use and maintenance of designated facilities and equipment.

The Department of Chemical and Environmental Engineering recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Teaching support and preparation</b> <ul style="list-style-type: none"><li>To work within the technical teaching team to support the operation of undergraduate teaching within the Department's laboratory facilities</li><li>To maintain the function of the teaching laboratories by arranging the availability of equipment alongside the preparation of large quantities of reagents</li><li>Ensuring work is consistently completed to a high standard, within required deadlines whilst staying responsive to changing priorities. Monitor standards in own work area</li><li>To provide support to academics and the Senior Technical Manager by the preparation/testing of materials and equipment necessary for all classes</li><li>Help, develop, construct, and test new equipment and/or techniques, working with supporting academic and technical staff</li><li>Undertake further training to develop skills and techniques based in specialist areas to support practical class development</li><li>To provide technical support to the undergraduate students and class leaders as required</li></ul>	50%

2	<b>Management of CEE Teaching Facilities</b> <ul style="list-style-type: none"> <li>▪ Liaise with academics to document session requirements, and ensure sessions are set up as required in a timely manner</li> <li>▪ Ensure all equipment is in good working order and there is appropriate quantity of equipment and consumables available</li> <li>▪ To conduct regular routine maintenance, fault diagnosis and schedule repair of equipment</li> <li>▪ Communicate effectively information/instructions to the Department as required, and ensure the accurate completion of documentation, records and reports in order to comply with quality standards</li> <li>▪ Oversee storage and inventory of equipment, chemicals and consumables</li> <li>▪ Maintain accurate data records</li> <li>▪ Escalate issues to relevant senior colleagues</li> </ul>	20%
3	<b>Health and Safety Management of designated research and teaching laboratories</b> <ul style="list-style-type: none"> <li>▪ Carry out risk assessments on all activities before testing procedures, adjusting them as required for safe use for lab users</li> <li>▪ Manage all H&amp;S documents to ensure each experiment has updated versions for process risk assessments, standard operating procedures and COSHH forms</li> <li>▪ Ensure internal H&amp;S audits are completed and paperwork is correctly stored</li> <li>▪ Diagnose and rectify faults with equipment and procedures, ensuring all H&amp;S processes are followed</li> <li>▪ Provide safety monitor cover in designated area</li> </ul>	20%
4	<b>Housekeeping of designated research and teaching laboratories</b> <ul style="list-style-type: none"> <li>▪ Maintain clean and tidy laboratories, removing waste, cleaning/clearing and disinfecting work surfaces, moving and connecting gas cylinders</li> <li>▪ Maintain clean equipment. Perform basic calibrations and maintenance. Take action and notify senior staff/ engineers for any faults</li> <li>▪ Monitor and maintain stock levels of basic equipment and consumables</li> <li>▪ Administration of gas deliveries including cryogens and gas cylinders</li> </ul>	10%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Good oral and written communication skills, including the ability to communicate information with clarity</li> <li>▪ Good computer skills</li> <li>▪ A flexible approach and good customer relation skills</li> <li>▪ Ability to work as an individual and as part of a team</li> <li>▪ Excellent organisation and time management</li> <li>▪ Ability to work accurately to maintain high standards, with the ability to work effectively under pressure</li> <li>▪ Ability to adopt a methodical approach to work to achieve work deadlines</li> <li>▪ Ability to lift and move objects as this role will involve storing and moving consumables and equipment</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Previous relevant experience, with the ability to undertake a range of technical support activities with minimal supervision</li> <li>▪ Experience in a chemistry laboratory environment</li> <li>▪ Experience in implementing and ensuring Health and Safety guidelines are followed</li> <li>▪ Experience of handling hazardous chemicals and hazardous waste</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in a university teaching laboratory environment</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/or substantial work experience in a relevant role.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualified first aider</li> </ul>
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>▪ A good understanding of Health and Safety in the workplace</li> <li>▪ Ability to ensure record keeping is carried out in accordance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of risk analysis with regard to laboratories</li> </ul>

	with best practice, scientific integrity, and in compliance with local policies and legal requirements.	
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## 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:

<b>Valuing people</b>	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.
<b>Taking ownership</b>	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.
<b>Forward thinking</b>	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
<b>Professional pride</b>	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
<b>Always inclusive</b>	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others

This is a Smart Art diagram. Click on the boxes to enter the role holder's job title, line manager's job title and any direct reports (if applicable). If a role does not have any direct reports, remove this box by double clicking on it and pressing Delete.

**\*\*Please remove this paragraph of instructions before submitting the role profile\*\***



