

## JOB DESCRIPTION

<b>Job Title:</b>	Analytical Chemist / Geochemist Technician	<b>Grade:</b>	SG6
<b>Department:</b>	PCES	<b>Date of Job Evaluation:</b>	
<b>Role reports to:</b>	Prof David Wray	<b>SOC Code</b>	3111
<b>Direct Reports</b>	None		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

### KEY ACCOUNTABILITIES:

#### Team Specific:

- 1) The reception, labeling and storing of incoming samples and materials associated with the laboratory.
- 2) The preparation of samples for analysis using a variety of documented procedures including fusion dissolution, acid digestion and grain size separation.
- 3) The routine testing of prepared samples using instrumental techniques (most commonly ICP-OES, ICP-MS, CHN, XRD or XRF).
- 4) The assimilation of data from tests, the appreciation of QA/QC and the production of test reports for clients.

#### Generic:

- 1) To work at all times in a safe and tidy manner and in collaboration with other members of the team.
- 2) To deliver consistent, high quality analytical data to clients internal and external to the University.

#### Managing Self

- 1) To ensure that, at all times, the work is of high quality and accurate and to work within the ISO17025 quality system in operation in the laboratory.

#### Core Requirements

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

The post holder may at times be expected to work additional hours for which payments will be made at the University defined rate.

**KEY PERFORMANCE INDICATORS:**

The role is intrinsically linked to the timely production of high quality analytical data for external clients. Work volumes and amount of repeated work are reflected in in-house KPIs

**KEY RELATIONSHIPS (Internal & External):**

The post holder will be expected to work with other members of the team, to take and give instruction and to respond to the varying demands derived from external clients.

The post holder, in liaison with more senior staff, will be expected to communicate with external clients on matters such as the scheduling of their work and advising them on the release of a report. The post carries no financial or staff management responsibilities.

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Prior experience of analytical science laboratory work.</li> <li>• An appreciation of the need for high precision and accuracy at all times in the laboratory.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Prior experience of inorganic preparative methods</li> <li>• Prior experience of laboratory quality systems</li> <li>• Prior experience of ICP-type instrumentation and/or Prior experience of XRD instrumentation</li> <li>• Prior experience of XRF instrumentation</li> <li>• Prior experience of CHN/RockEval type instrumentation</li> </ul>

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of common computing software packages (e.g. Word, Excel).</li> <li>• Capable of working at all times in a careful, conscientious manner.</li> <li>• Ability to work as part of a team and take instruction accordingly.</li> <li>• Relevant experience of one or more of the identified advanced analytical techniques and significant experience of laboratory quality systems.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• English and Maths at GCSE C / 4 grade or better</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Inclusive, Collaborative and Impactful</li> </ul>	<p><b>Skills</b></p> <p>Preparatory and instrument method validation. Confident interaction with clients</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Educated to degree-level in a science subject</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
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