

JOB DESCRIPTION

Job Title:	Analytical Instrumentation/Pharmaceutical Science Technical Demonstrator	Grade:	SG6
Department:	Faculty of Engineering & Science	SOC Code	
Role reports to:	Senior Scientific Officer		
Direct Reports	N/A		
Indirect Reports:			
Other Key contacts:	Technical supervisors, analytical instrumentation technical team, technical/teaching demonstrator team, teaching technicians, academic staff		
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.			

PURPOSE OF ROLE:

This is a hands-on role which will involve providing dedicated technical teaching support for the delivery of foundation, undergraduate and postgraduate laboratory work within the Faculty of Engineering and Science, as part of a dedicated technical support team. The post holder will provide and facilitate practical learning opportunities for students. In particular, the role will focus on analytical science, with the role holder being a key member of the Analytical Instrumentation Team. There is also scope for focus on pharmaceutical science teaching. There may be requirement to provide support in other subject areas but training and support will be provided where required.

During term time, the role holder will support teaching sessions in laboratories, including demonstrating complex practical skills to students. The role holder will assist the technicians in setting up practical experiments for teaching sessions, support practical classes, and assist with student projects. The role holder will play a key role in running the School's teaching laboratories and maintaining/servicing teaching tools.

Outside of term time, the role holder will be part of the School's core technical team; supporting research activity, technical infrastructure and health and safety, and carrying out administrative duties. A key role will be to assist with taught postgraduate student project supervision and support.

The division of time between technical and demonstrating responsibilities will be flexible according to specific requirements at any time.

KEY ACCOUNTABILITIES:**Team Specific:**

- To demonstrate relevant practical skills to students and supervise students studying at foundation, undergraduate and postgraduate level.
- Plan, organize and deliver to high standard all student inductions as required by the courses.
- Assist in the development of new practical exercises as required.
- To comply fully with quality systems, maintaining standards and ensuring continued improvement.
- To ensure that the teaching laboratories and associated areas are kept in a tidy and orderly state, in line with current industry standards and ensure that safe systems of working are maintained in line with COSHH and Health & Safety regulations.
- To ensure that student behaviour is appropriate for the activity in which they are engaged and where this is not, take the appropriate steps to report to the course tutor.
- Ensuring high standards of hygiene and cleanliness in all teaching areas and associated storage and service areas.
- To assist teaching staff and the technical staff to ensure the teaching laboratories are a flexible and effective resource for teaching practical activities and marketing activities.
- Be involved with students, eg provide induction sessions on safe working practices and in liaison with teaching and technical staff assist in the set-up of practicals and demonstrations.
- To be able to deliver Faculty open events which may occur during evenings and at weekends.
- To engage in Outreach activities both on-campus and at recruitment fairs and exhibitions.
- Assist with taught postgraduate project supervision.
- Contribute to the general administration and coordination of activities relating technical infrastructure, health & safety activities, and demonstrating arrangements.
- Assist with ordering, handling, installing, monitoring and stock taking of compressed gas cylinders for Faculty users.
- Assist in updating the records database that monitors the use of the analytical instruments.

Generic:

- In the context of an annual appraisal, undertake agreed personal development objectives and training needs, ensuring to remain current with relevant legislation and appropriate technological developments.

- Contribute to cross-functional team working with other FES Department staff.
- Liaise with external organisations as appropriate.

Managing Self:

- Prioritise, manage time and make independent decisions concerning the teaching of student practicals.

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 role holder is expected to develop and maintain good internal relationships with academic and administration staff, students and the other technical support staff.
- From time to time to assist with work of a similar level and nature in other areas of Faculty support as required.
- To contribute to evening and weekend work if required and cover all areas of the
- service if resources fall below critical levels.

KEY RELATIONSHIPS (Internal & External):

- FES colleagues
- Staff at all levels in other University departments
- University networks and employer bodies
- Professional bodies
- External organisations

PERSON SPECIFICATION: SCIENCE

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Extensive experience in analytical science laboratory work. • Understanding and experience of the applied application of knowledge in the relevant fields • Experience of demonstrating various complex analytical instrumentation, ideally in at least one of NMR, mass spectrometry, HPLC, GC, SEM, XRD or XRF. <p>Skills</p> <ul style="list-style-type: none"> • Extensive experience in running science laboratory practicals • In-depth knowledge of appropriate technical equipment • Awareness of laboratory health & safety issues and up to date knowledge of all legislation relating to the processes covered by the courses and the general requirements of the HSAWA 1974. • Interpersonal skills with the ability to communicate and liaise effectively, verbally and in writing. • Willingness to work flexibly as the work load demands • Ability to work without direct supervision and to accept responsibility for providing a high level of teaching support. <p>Qualifications</p> <ul style="list-style-type: none"> • A Science Degree or equivalent 	<p>Experience</p> <ul style="list-style-type: none"> • Substantial experience in pharmaceutical science <p>Skills</p> <ul style="list-style-type: none"> • Active in professional networks in the SE region and nationally <p>Qualifications</p> <ul style="list-style-type: none"> • Qualification in health and safety, e.g. IOSH Managing Safely.

<p>Personal attributes</p> <ul style="list-style-type: none"> We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful 	<ul style="list-style-type: none"> Teaching qualification e.g. PTLLS or PGCert in Higher Education Professional technical accreditation status Willingness to undertake First Aid qualification. Willingness to undertake PGCert in Higher Education (if not already held) <p>Personal attributes</p> <ul style="list-style-type: none"> N/A
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