

JOB DESCRIPTION

Job Title: Climate Control Technician

Grade: SG5

Department: Agriculture, Health & Environment Department (AHED)

Responsible to: Laboratory and Technical Services Lead (NRI)

Responsible for: N/A

Key Contacts: Head of Department – Agriculture, Health & Environment Department (AHED)

Standard Occupational Classification (SoC code): N/A

Non-Contractual Nature of Role Profile: 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

The purpose of the role is to collaboratively work with the Laboratory and Technical services team lead and the Department Head. Contribute to the work of NRI by ensuring existing glasshouse and controlled environment facilities are fit for purpose in supporting research projects of the Department. Provide technical support to AHED grants and contracts both in the climate-controlled environments and when required under field conditions.

- **Greenhouse/Laboratories operation:** Ensuring the Department's quarantine facilities are kept in a functional state and compliant with NRI's ISO 9001:2015 quality assurance system.
- **Team Collaboration:** Foster effective collaboration within cross-functional teams to ensure alignment and efficient project execution. Facilitate communication and knowledge sharing among team members. Encourage a culture of collaboration and teamwork to achieve project milestones and meet deadlines.

KEY ACCOUNTABILITIES

Team Specific:

- Responsible for overall functionality and housekeeping of climate control facilities (insectaries and greenhouse areas), to include monitoring, maintenance calibration, repair and servicing of equipment and up-dating of equipment inventory.

- Under the authority of the Laboratory and Technical Services Lead follow the guidance and tasks assigned.
- Co-ordinate with outside contractors the annual servicing of some NRI scientific equipment.
- Provide and co-ordinate space within the facilities with fair and equitable access to all UoG staff and students.
- Administer the use of facilities/bench space by staff and students (both Research and Academic classes and practical sessions) ensure compatibility of insect/plant cultures.
- Ensure that AHED research facilities are compliant with the requirements of the ISO 9001:2015 standard and DEFRA licence requirements.
- Source consumables and equipment, overseeing installation where required including drafting of operational procedures and risk assessments on the use thereof.
- Maintain and implement NRI's QMS procedures and work instructions used in NRI laboratories.
- Act as local safety officer and subsequently provide support to staff and students (training to be provided).
- Be part of Health and Safety team and draft, update and approve QMS work instructions and approve risk assessment forms for use in Departmental quarantine- and greenhouse facilities.
- Participate in internal and external audits.

Generic:

- Provide technical research support to AHED both in climate-controlled area and under field conditions.
- Co-ordinate training for staff, students, visiting researchers and collaborators working in NRIs' climate-controlled facilities
- Ensure routine procedures, associated with plant and insect cultures, are performed according to schedule.
- Conduct biannual facility inspections to ensure compliance.
- Ensure existing facilities are used appropriately and that staff and students are working to Health and Safety requirements.
- Ensure routine procedures are performed according to schedule, e.g. calibration and monitoring of equipment.
- Direct NRI personnel in understanding legislation and requirements within the facilities.
- Actively equip and manage the facilities to minimise resource use and negative environmental impacts. Increase knowledge of sustainable practices and identify opportunities for enhancement.
- Assist Heads of Research Groups in ensuring AHED research facilities are compliant with the rules and regulations stipulated in DEFRA licences held by the department.
- Provide overall support for student practical classes.
- Assist in the maintenance of the chemical database.
- Maintain/Coordinate stock culture collections of insects and plant material.

- Maintenance of all equipment records.
- Required periodically action but still considered essential in the role.

Managing Self:

- Continuously maintain knowledge of current governmental legislation in respect of DEFRA licences held by the Department.
- Continuously improve own knowledge of people, current relevant research and University working policy.
- Maintain and update relevant university contacts and knowledge of relevant University working policy.
- Maintain own continuous professional development (CPD).
- Well-developed communication skills with the professional qualities needed to gain confidence and respect from businesses and other external partners to the university.
- Able to prioritise individual and team workload and meet competing deadlines successfully with a good track record of achieving objectives.
- Ability to analyse problems and advise on appropriate solutions.

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:

- Out of hours cover to essential services of laboratory, glasshouse and controlled environment facilities.
- Undertake other duties as deemed necessary by managerial staff (Laboratory and Technical Services Lead).
- Willingness to be adapt job requirements to new unforeseen circumstances.
- Advise staff and students on areas of theory and practice and contribute to knowledge exchange.
- Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be

expected to show flexibility in working arrangements, including working hours, to ensure that the Department delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Produce and deliver work and set tasks to agreed timescales, quality and to plan
- Contribute to team effectiveness and wellbeing.
- Comply with corporate standards.

KEY RELATIONSHIPS (Internal & External):

- Line Manager and Head of Department
- Academic/Research colleagues in NRI
- Students
- Other laboratory support staff
- Other relevant University staff (e.g. Facilities Management, Safety Unit, Sodexo)

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experience of working independently in Climate controlled facility (Greenhouse / Insectary) environments.
- Handling and controlling of biological organisms.

Desirable Criteria

- Design and application of integrated pest management schedule.
- Maintenance of plant stock collection
- Maintaining facilities to the required standard
- Working with a wide range of insect pests and plant diseases
- Insect colony maintenance
- Plant culture maintenance
- Maintaining facilities to quarantine standards required by DEFRA.

SKILLS:

Essential Criteria

- Apply technical ability to maintain and repair broken equipment.
- Physical ability to work from heights and
- Heavy lifting (up to max allowable weight; 25kg)
- Proven ability to work within a multi-disciplinary team
- Proven ability to work with minimum supervision
- Proven ability to manage own workload
- Excellent oral and written communication skills
- Computer literacy e.g. MS Office,
- Strong decision-making skills, able to assess information accurately and effectively, and take action.

Desirable Criteria

- Technical skills in the field of climate-controlled areas
- Good organisational skills
- Basic knowledge in entomology or plant related

QUALIFICATIONS:

Essential Criteria

- N/A

Desirable Criteria

- N/A

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- N/A