

JOB DESCRIPTION

Job Title: Senior Technician – HazMat and H&S

Grade: SG7

Department: Faculty of Engineering & Science

Responsible to: Technical Manager – Facilities, H&S and Stores

Responsible for:

- Technician – HazMat and H&S
- Technician – Scientific Goods In

Key Contacts:

- Technical Manager – Facilities, H&S and Stores
- Facilities, H&S and Stores Team
- Head of Core Facilities & Research Operations
- Head of Laboratory Teaching Support
- Technical Managers in Science, NRI, Pharmacy and Engineering
- FES Finance
- Biological and Scientific Safety Adviser;
- Faculty H&S Manager;
- Wider FES/Science Technical and Academic Teams

Standard Occupational Classification (SoC code):

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

Among the wider responsibilities, the post holder line manages the HazMat team, takes end-to-end ownership of the faculty's hazardous materials and waste facilities, and acts as a specialist source of compliance advice and training. The role will span across chemical and waste stores, specialist hazardous material facilities, safety equipment and the wider equipment lifecycle — while also supporting Teaching & Learning and Research & Innovation service areas through the safe, compliant laboratory environments that underpin them within the Faculty of Engineering and Science.

KEY ACCOUNTABILITIES

Team Specific:

- Work closely with the Technical Manager – Facilities, H&S and Stores, Senior Technician – Facilities, H&S and Stores and the Technician – Scientific Goods In to provide HazMat, H&S, Goods In and Stores services to support effective, efficient, safe and compliant operations across Science and FES functions in Teaching and RKE.
- Line management of the Senior Technician – Facilities, H&S and Stores and Technician – Scientific Goods In.
- Operational and administrative oversight of the management and organisation of the Faculty Waste Chemical Stores, ensuring compliance with FES and UoG policies and procedures, aiming for ISO14001 and ISO45001 compliance.
- Operational oversight and involvement in correct and compliant waste management and disposal of FES hazardous materials including clinical, radioactive and chemical waste.
- Oversee liaison with waste disposal contractors and ensure appropriate, compliant record keeping.
- Coordinate, monitor and record annual waste audits.
- Day-to-day management of chemical store and specialist hazardous material facilities.
- Develop and review documentation and records supporting the activities of the HazMat and H&S Team, including risk assessments, SOPs, technical instructions, standard reports and user guides to ensure COSHH and DSEAR compliance.
- Develop, deliver and monitor specialist training and advice on hazardous material handling, storage, disposal, spillages and risk assessment, including COSHH and DSEAR related issues.
- Work closely with the Technical – Scientific Goods In to ensure timely, suitable, compliant storage of incoming chemicals and other hazardous materials.
- Promote sustainability and contribute to the Science LEAF programme.
- Support the Technical Manager – Facilities, H&S and Stores in leading/managing local Science technical responses to operational incidents involving facilities and/or H&S, working in close liaison with EFD, Sodexo, the central H&S Services Team and Faculty senior managers.
- Work with the Technical Manager – Facilities, H&S and Stores to set up, implement and participate in a local Science/FES Emergency Response Group for responding to first aid, spillage and other incidents within Science/FES.

- Ensure specialist emergency equipment and PPE is maintained, calibrated, charged and available for use at all times, including user training, eg for ExplorIR, gas sniffers and breathing apparatus.
- Ensure safety equipment based in labs, such as portable gas monitors are appropriately maintained, calibrated, charged and available.
- Manage the procurement and storage of and access to compressed gases and coordinate associated mandatory inspections (ie PSSR), repairs and installations by specialist competent contractor, across FES.
- Day-to-day management and monitoring of HazMat and waste elements of FES safety software platforms eg for managing chemical inventories, asset management and risk assessment.
- Day-to-day oversight of HazMat and chemical procurement technical approvals in LabCup.
- Assist with Science Stores operations and related procurement.
- H&S Local Officer (HaSLO) responsibilities.
- The role holder will be expected to attend and contribute to School and Faculty H&S meetings and reporting.
- The post holder will be expected to be a first aider (training provided).

Generic:

- Work collaboratively with interdisciplinary teams across FES and Medway Campus to promoting team-based approaches that ensure all procedures follow H&S guidelines as directed by the local Faculty and University polices.
- Encourage and contribute to a professional, collaborative, inclusive and high-performing team culture committed to delivering excellent customer service.

Managing Self:

- Prioritise, manage time and make independent day-to-day decisions concerning organisation of the HazMat and Science H&S facilities and services.
- Maintain own continuous professional development (CPD) in H&S.
- Continuously strengthen effective interpersonal and facilitation skills.

Core Requirements:

- Adhere to the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety, Data Protection and Equality Legislation.

- Adhere to the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, reflecting 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:

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 Science/FES HazMat H&S and Stores functions deliver the required level of service.

Freedom of speech and academic freedom:

In any matter falling under this job description, the university will have particular regard to, and place significant weight on, the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context or environment. The University's commitments to freedom of speech and academic freedom are set out in the [Freedom of Speech Code of Practice](#). In the event of any conflict between this job description and the Freedom of Speech Code of Practice, the Freedom of Speech Code of Practice will take precedence.

KEY PERFORMANCE INDICATORS:

- Effective COSHH and DSEAR compliance of all chemical and hazardous waste storage facilities (as measured by audits).
- Effective management and review of documentation, records and training materials supporting the activities of the HazMat and H&S Team.
- Effective management day-to-day monitoring, reporting and authorisations of chemical inventory software platform and HazMat orders via the procurement system.

KEY RELATIONSHIPS (Internal & External):

- Colleagues (technical, academic, administrative and specialist) across School, FES and Directorates (especially H&S Services, EFD and FES-Finance), at all levels
- External suppliers, contractors (including Sodexo), clients

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Technical, H&S and laboratory/HazMat facility management experience.
- Substantial experience in delivering H&S training.
- Line management/supervisory experience.
- Experience in providing high-quality professional services, guidance and support to a wide range of stakeholders e.g. students, colleagues (technical, administrative and academic) from FES and wider Directorates, and external clients, suppliers and contractors.

Desirable Criteria

- Procurement system and ordering experience
- Chemical inventory and asset management software experience.
- Interdisciplinary background – chemical and biological

SKILLS:

Essential Criteria

- Ability to organise and prioritise own work and that of direct reports in order to meet deadlines.
- Ability to troubleshoot issues and adopt a problem-solving approach, using initiative and judgement to address and resolve day-to-day problems.
- Practical working knowledge of the systems, processes and procedures of effectively running a chemical waste store.
- Ability and willingness to work and respond flexibly to changing priorities in a fast-moving scientific environment.
- Experience of chemical spill management.
- Detailed understanding of ISO14001 and ISO45001.
- Detailed knowledge of COSHH and DSEAR regulations and their practical application in laboratory environments.
- Detailed knowledge, understanding and application of H&S relevant to the laboratory
- Excellent interpersonal and communication skills (written and oral), with ability to work effectively as part of a team and communicate effectively with students and colleagues at all levels, across multiple

School, Faculty and Directorate teams, including the central H&S Services, EFD and Sustainability teams.

- Highly proficient in the use of Microsoft Outlook, Word, Excel and Teams.

Desirable Criteria

- Experience in auditing procedures

QUALIFICATIONS:**Essential Criteria**

- Educated to degree level or equivalent experience in an appropriate Science subject.
- Health and safety qualification, a minimum of IOSH 'Managing Safely'
- First aid (or willingness to undertake training).

Desirable Criteria

- NEBOSH or IOSH Diploma.
- Chartered status or professional accreditation in a relevant area.

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

- Not Applicable