

JOB DESCRIPTION

Job Title: Technician – Pharmaceutical Science/Chemistry

Grade: SG6

Department: Faculty of Engineering and Science, FES Professional Services

Responsible to: Senior Technician – Pharmaceutical Science/Chemistry

Responsible for: N/A

Key Contacts:

Senior Technician – Pharmaceutical Science/Chemistry; Technical Manager – Science Laboratory Teaching Support

Standard Occupational Classification (SoC Code): TBC

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 provision of technical support for the taught laboratory practicals within the broad areas of Pharmaceutical Science and Chemistry and the laboratories associated with these areas.

KEY ACCOUNTABILITIES

Team Specific:

- As part of the teaching technical team, participate in the day-to-day operation of the appropriate laboratories. These include the main teaching laboratories and associated instrument laboratories,
- Assist with the technical preparation for taught laboratory classes and project work
- Demonstrating various equipment and supporting students taking practical classes, across all levels.
- Training of students and staff on relevant equipment and aiding them with analysis of results and assisting with coordination of maintenance of pieces of laboratory equipment
- Technical assistance for the students undertaking research projects both at undergraduate and master's level
- Assist with the production of relevant Laboratory Health and Safety documentation to ensure compliance.
- Assisting with provision of health and safety inductions and assisting students in developing relevant personalised risk assessments
- Maintain stock levels of consumables and assist with some stores cover.

Generic:

- Provide technical support to academic researchers.

Managing Self:

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

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 that FES Professional Services delivers 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:

- Practicals are set up in a timely and accurate way.
- Students and staff are trained on equipment and instruments in the relevant laboratories and advice provided on results analysis. The role holder will be available to help with any problems and queries.
- Equipment and instruments are maintained and working correctly.
- Health and safety requirements, as directed by the Senior Technician, are complied with.

KEY RELATIONSHIPS (Internal & External):

Teaching Technical Teams
HAZMAT Technician

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experience of laboratory work in one or both of the fields of chemistry or pharmaceutical science
- Experience of giving demonstrations and training on equipment and instruments
- In-depth knowledge of appropriate technical equipment
- Experience of the required Health and safety considerations within a laboratory environment

Desirable Criteria

- Experience of delivering practical sessions to students in the areas of chemistry or pharmaceutical science
- Experience in producing Laboratory related Health and Safety documentation

SKILLS:

Essential Criteria

- An enthusiastic and proactive attitude to working with a range of colleagues, students and external partners
- Good working knowledge of Microsoft applications such as Word, Excel, Teams
- Good problem-solving skills and attention to detail
- Ability to quickly acquire knowledge of new equipment and processes
- Ability to work under pressure, flexibly and as part of team
- Good interpersonal skills and excellent communicator

Desirable Criteria

- A good understanding of analytical techniques such as FTIR, UV, DLS and Rheology
- Technical knowledge across several different relevant disciplines

QUALIFICATIONS:

Essential Criteria

- Educated to degree level in a relevant discipline, or equivalent qualification or experience

Desirable Criteria

- Professional health & safety qualification e.g. IOSH Managing Safely Certificate

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