

JOB DESCRIPTION

Job Title:	Teaching Technician – Chemistry/Engineering Laboratories	Grade:	SG4
Department:	Engineering & Science	Date of Job Evaluation:	
Role reports to:	Technical Team Leader (Teaching)		
Direct Reports			
Indirect Reports:			
Other Key contacts:	Technical Service Director/Chemistry Teaching Supervisor/ Engineering Operations Co-ordinator		
<p>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.</p>			

PURPOSE OF ROLE:

The role will be flexible and based across three broad areas, Chemical Process Engineering, General Engineering and Chemistry Teaching Laboratories. The role will involve working alongside professional demonstrators to provide frontline technical support for the undergraduate classes of up to 60 undergraduates or postgraduate students in the Faculties laboratories.

KEY ACCOUNTABILITIES:

Team Specific:

- Contribute to the running of laboratory activities associated with Chemical Engineering and Chemistry in collaboration with other technicians in related areas (70%)
- Demonstrate and show students, research staff, academics and other technician's equipment and techniques to be used in the labs (5%)
- Provide support for activities in relation to outreach and applicant days (5%)
- Monitor and maintain a safe working environment in accordance with the latest health and safety procedures in laboratories as allocated by Chemistry Teaching Supervisor (5%)
- Use modern software to run lab facilities and be able to operate basic electronic equipment (5%)
- Ensure that materials/equipment/apparatus in the laboratories is maintained, serviced and repaired as required (5%)
- Assist with technical support administrative tasks as appropriate (5%)

Generic:

- Provide technical support to academic researchers

Managing Self:

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

Additional Requirements:

Undertake any other duties as requested by the [e.g. PVC, FOO etc.] or their line 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 Engineering & Science delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Satisfactory delivery of the technical support for the teaching laboratories
- Equipment and instruments are maintained and working correctly

KEY RELATIONSHIPS (Internal & External):

The role holder is expected to develop and maintain good internal relationships with academic and administration staff, students and the other technical support staff. The role holder is expected to maintain relationships with diverse external contractors and suppliers

PERSON SPECIFICATION

Essential	Desirable
Experience <ul style="list-style-type: none"> • Experience of working in a chemistry or chemical engineering laboratory • Good chemistry knowledge 	Experience <ul style="list-style-type: none"> • Experience in dealing with a wide range of stakeholders, e.g. academics, students, technical and

<ul style="list-style-type: none"> • Experience of giving demonstrations and training on equipment and instruments. • In depth knowledge of appropriate technical equipment. • Good working knowledge of appropriate Health & Safety activities <p>Skills</p> <ul style="list-style-type: none"> • Ability to work without direct supervision and to accept responsibility for a wide range of duties • Willingness to work flexibly as the work load demands, across the Faculty • Ability to carry out complex tasks with accuracy and consistency • Excellent communication skills • Ability to work as part of team and independently • Administration/scheduling • Good time and workload management skills <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to BTEC level in relevant specialist area <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: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>administrative personnel</p> <p>Skills</p> <ul style="list-style-type: none"> • Ability to work with colleagues at all levels • Problem-solving approach <p>Qualifications</p> <ul style="list-style-type: none"> • Health and Safety Qualification <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
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