

## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Technician – Chemistry Laboratories	<b>Grade:</b>	SG4
<b>Department:</b>	Engineering & Science	<b>Date of Job Evaluation:</b>	Aug 2019
<b>Role reports to:</b>	Technical Team Leader (Teaching)		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>	None		
<b>Other Key contacts:</b>	Technical Services Director/Technical Teaching Supervisor		
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 role will be flexible and based in the Chemistry Teaching Laboratories and the adjoining Science Stores facility. 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. In addition, the role will assist in delivering the smooth running of the Science Stores.

### KEY ACCOUNTABILITIES:

#### Team Specific:

- Contribute to the running of the chemistry laboratories with other technicians in related areas and ensuring that materials/equipment/apparatus in the laboratories is maintained, serviced and repaired as required (65%)
- Assist the technical team with goods in and organisational duties of the Science stores (20%)
- 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%)

#### 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 FES Technical support delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Satisfactory delivery of the technical support for the chemistry teaching laboratories
- Equipment and instruments are maintained and working correctly
- Appropriate support of the Science stores activities

**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

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working in a chemistry laboratory</li> <li>• Good chemistry knowledge</li> <li>• Experience of giving demonstrations and training on equipment and instruments.</li> <li>• In depth knowledge of appropriate technical equipment.</li> <li>• Good working knowledge of appropriate Health &amp; Safety activities</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in dealing with a wide range of stakeholders, e.g. academics, students, technical and administrative personnel</li> </ul>

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to work without direct supervision and to accept responsibility for a wide range of duties</li> <li>• Willingness to work flexibly as the work load demands, across the Faculty</li> <li>• Ability to carry out complex tasks with accuracy and consistency</li> <li>• Excellent communication skills</li> <li>• Ability to work as part of team and independently</li> <li>• Administration/scheduling</li> <li>• Good time and workload management skills</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Educated to BTEC level in relevant specialist area</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to work with colleagues at all levels</li> <li>• Problem-solving approach</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Qualification</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
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