

## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Support Laboratory Technician; Science	<b>Grade:</b>	SG6
<b>Department:</b>	School of Science	<b>Date of Job Evaluation:</b>	
<b>Role reports to:</b>	Technical Teaching Supervisor		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>	None		
<b>Other Key contacts:</b>	Technical Services Director		

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:

Responsible for the provision of the teaching technical support within the School of Science in the broad areas of Life, Chemical, Pharmaceutical and Forensic Sciences

### 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 also project laboratories,
- Assisting with the technical preparation for taught laboratory classes and project work (45%)
- Duties include: 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 responsibility for the maintenance of pieces of laboratory equipment (30%)
- Technical assistance for the students undertaking research projects both at undergraduate and masters level (20%)
- Joint responsibility for the health and safety inductions and assisting students in developing relevant personalised risk assessments (5%)

**Generic:**

- Provide technical support to academic researchers

**Managing Self**

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

**Core Requirements**

- Commitment to key strategic priorities of the Directorate and the University
- Adhere to and promote the University's policies on Equality and Diversity and Information Security
- Ensure compliance with Health & Safety regulations 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:**

- Maintain stock levels of consumables

**KEY PERFORMANCE INDICATORS:**

- Practical are set up in a timely and accurate way.
- Students and staff are trained on equipment and instruments in the relevant laboratories and are able to use and analyse their results. The role holder will still be available to help with any problems and queries.
- Equipment and instruments are maintained and working correctly

**KEY RELATIONSHIPS (Internal & External):**

- Teaching Technical Teams

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of laboratory work in one or more of the areas of life science, chemistry pharmaceutical or forensic fields</li> <li>• Experience of giving demonstrations and training on equipment and instruments</li> <li>• In-depth knowledge of appropriate technical equipment</li> </ul> <b>Skills</b> <ul style="list-style-type: none"> <li>• A flexible, enthusiastic and proactive attitude to working with a range of colleagues, students and external partners</li> <li>• IT literate</li> <li>• Good problem solving skills and attention to detail</li> <li>• Ability to quickly acquire knowledge of new equipment and processes</li> <li>• Ability to work under pressure, flexibly and as part of several related team</li> <li>• Good interpersonal and excellent communicator</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Educated to Degree level in a science discipline</li> </ul> <b>Personal attributes</b> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <u>values</u> of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• A sound knowledge of practical sessions delivered to undergraduate and masters students</li> </ul> <b>Skills</b> <ul style="list-style-type: none"> <li>• A good understanding of analytical techniques</li> <li>• Technical knowledge across several different scientific disciplines</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>• A PhD in a relevant science discipline</li> <li>• Professional health &amp; safety qualification e.g. IOSH Managing Safely Certificate</li> </ul> <b>Personal attributes</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>