

JOB DESCRIPTION

Job Title:	Teaching Support Technician	Grade:	SG 5
Department:	Medway School of Pharmacy	Date of Job Evaluation:	April 2022
Role reports to:	Chief Technician		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:	Technical team, academic staff		
<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 Medway School of Pharmacy and the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

The primary function of this role is:

To provide teaching and technical support to the teaching laboratories within the Medway School of Pharmacy, under the direction of the Chief Technician and other relevant technical and academic staff.

KEY ACCOUNTABILITIES:

Role specific:

Teaching laboratory support

- To provide technical and teaching support to the teaching laboratories within the Medway School of Pharmacy under the direction of the Chief Technician and other relevant technical and academic staff. Duties include, but are not limited to,;
 - Ensuring that all the materials and equipment for own designated undergraduate teaching laboratory classes are prepared, set up, and cleared away after use.
 - Maintaining stock levels of consumables at an agreed level ensuring that stock is re-ordered appropriately.
 - Demonstrating to undergraduate students during the laboratory practical sessions, ensuring correct use of equipment and procedures.
 - Contributing to the ongoing development and improvement of own designated laboratory classes.

Generalist technical duties

- To provide general technical support to the Medway School of Pharmacy under the direction of the Chief Technician and other relevant technical and academic staff. Duties include, but are not limited to,:
 - Working with the Health and Safety policies and procedures of the Medway School of Pharmacy and the universities.
 - Maintaining equipment in good working order and ensuring that scheduled servicing is undertaken.
 - Deputising for other technicians as required.
 - Providing technical and teaching support to other undergraduate teaching laboratory classes as required.
- To provide general teaching support to the Medway School of Pharmacy under the direction of the Chief Technician and other relevant technical and academic staff. Duties include, but are not limited to,:
 - Contributing to the running and invigilation of the undergraduate assessment activities in the school.
 - Participating in the processing of exam papers in the school.
 - Participating in and contributing to the running and invigilation of the undergraduate OSCEs and dispensing assessments in the school.
- To undertake other duties, commensurate with the grading of the post, which may be assigned by the Chief Technician or the Head of School.

Development of the role

- Review current processes to identify good practice, poor practice and omissions, and suggest and implement improvements as required.

Managing Self:

- Work to deadlines set by line manager.
- Answer correspondence appropriately and efficiently.
- Take a flexible approach to working.
- To participate in staff development and staff appraisals.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health and 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.

KEY PERFORMANCE INDICATORS:

- Effectiveness of support for the designated teaching activities of the school.
- Effectiveness of support for the technical team.
- Accuracy and quality of work.

KEY RELATIONSHIPS (Internal and External):
Internal

Head of School, Chief Technician, all staff and students in the Medway School of Pharmacy.

PERSON SPECIFICATION
Essential
Experience

- Knowledge of a relevant scientific area, eg pharmaceutical science, chemistry, biology.
- Experience of working in a laboratory setting.
- Knowledge of Health and Safety procedures carried out in laboratories.

Skills

- Good written and oral communication skills.
- Good interpersonal skills, with the ability to work confidently and diplomatically with people of all levels.
- Good organisational skills.
- Accuracy and attention to detail.
- Ability to work independently, under direction, and as part of a team.

Qualifications

- Educated to A level / HND / BTEC level in relevant science subjects (eg pharmaceutical science, chemistry, biology, mathematics), or with equivalent qualifications or experience.

Desirable
Experience

- Experience of working in an educational setting (school or university).
- Experience of teaching or demonstrating practical laboratory classes.
- Experience of stock control.

Skills

- Good Microsoft Office skills including Word, Excel, PowerPoint, Outlook and Teams.
- Commitment to further learning or Continued Professional Development.

Qualifications

- Degree in a relevant science subject (eg pharmaceutical science, chemistry, biology, mathematics).

Personal attributes

- Interest in teaching.
- Cultural awareness and sensitivity.
- Willingness to work flexibly as required to meet the demands of the role and project deadlines.
- Ability to contribute to ideas and the development of the role.
- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Personal attributes

- N/A