

JOB DESCRIPTION

Job Title:	Teaching Laboratory Technician	Grade:	SG6
Department:	FES Technical Support	Date of Job Evaluation:	
Role reports to:	Technical Team Leader (Teaching)		
Direct Reports			
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 broad areas of bioscience, chemical, nutrition and pharmaceutical

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
- 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
- Technical assistance for the students undertaking research projects both at undergraduate and masters level
- Provide support for the School Stores (1 day a week)
- Joint responsibility for the health and safety inductions and assisting students in developing relevant personalised risk assessments

Generic:

- Provide technical support to academic researchers

Managing Self:

- Prioritise, manage time and make independent decisions concerning the preparation of student practical's.

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
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.
- Follow Health and Safety guidelines as directed by the Technical Teaching Supervisor

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 the Faculty of Engineering and Science Technical Support delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Practical's 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

PERSON SPECIFICATION

Essential	Desirable
Experience <ul style="list-style-type: none"> • Experience of laboratory work in one or more of the areas of biosciences, chemistry or pharmaceutical fields. 	Experience <ul style="list-style-type: none"> • A sound knowledge of practical sessions delivered to undergraduate and masters students

- Experience of giving demonstrations and training on equipment and instruments
- In-depth knowledge of appropriate technical equipment

Skills

- A flexible, enthusiastic, and proactive attitude to working with a range of colleagues, students and external partners
- IT literate
- 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 several related team
- Good interpersonal and excellent communicator

Qualifications

- Educated to HND in a relevant discipline

Personal attributes

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful

Skills

- A good understanding of analytical techniques
- Technical knowledge across several different relevant disciplines

Qualifications

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

Personal attributes

- N/A