

Job Title:	Teaching Support Laboratory Technician	Grade:	SG6
Department:	FES Technical Support	Date of Job Evaluation:	
Role reports to:	Technical Teaching Supervisor		
Direct Reports			
Indirect Reports:			
Other Key contacts:	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 as part of team working across the areas of chemical, bioscience and/or pharmaceutical 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
- 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
- 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 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
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

- Maintain stock levels of consumables

KEY PERFORMANCE INDICATORS:

- Practicals 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 chemistry, biosciences or pharmaceutical fields. 	Experience <ul style="list-style-type: none"> • A sound knowledge of practical sessions delivered to undergraduate and masters students.

<ul style="list-style-type: none"> • Experience of giving demonstrations and training on equipment and instruments • In-depth knowledge of appropriate technical equipment <p>Skills</p> <ul style="list-style-type: none"> • A flexible, enthusiastic and proactive attitude to working with a range of colleagues, students and external partners. • Good working knowledge of various IT solutions. • 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. <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to degree level in a relevant discipline. <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: Inclusive, Collaborative and Impactful 	<p>Skills</p> <ul style="list-style-type: none"> • A good understanding of analytical techniques • Technical knowledge across several different relevant disciplines <p>Qualifications</p> <ul style="list-style-type: none"> • Professional health & safety qualification e.g. IOSH Managing Safely Certificate <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
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