

Laboratory Support Technician – Chemistry – Learning and Information Services – Grade D

Job Description

Purpose

To provide technical support for students and staff in laboratory facilities.

Duties

1. To provide technical support for a range of laboratory/clinical facilities, ensuring effective and efficient use of resources in designated areas.
2. To prepare, set out, clear away, and clean equipment and laboratory resources and apparatus as appropriate.
3. To provide help, support, guidance, and advice, for example through demonstrations or inductions to staff and/or students in a group or individually, on the use of equipment and the skills, techniques and procedures associated with the practical use of laboratory/clinical facilities and equipment.
4. To assist with maintenance and development of equipment and facilities, including carrying out routine checks and ensuring laboratories/clinical areas are maintained in a safe, clean, secure, and tidy condition, reporting any faults or issues to the relevant service.
5. To undertake installations, maintenance, and re/configuration of equipment and/or relevant software.
6. To undertake stock checks, inventory management and ordering of supplies and consumables in line with University procedures highlighting any issues to the relevant technician.
7. To assist with Health and Safety activities for designated facilities as required including following, writing, and maintaining COSHH assessments, risk assessments and waste disposal processes. Ensure appropriate records and logs are kept, by implementing Health, Safety, and waste disposal procedures according to university guidelines. To advise the relevant line manager or named responsible individual of any risks to or breaches of these procedures.
8. To assist staff and students undertaking research, exhibitions and Knowledge Transfer/income generating activities.
9. To work on specific technical projects as the business requires
10. To demonstrate and provide a consistently high level of customer service to staff and students.
11. To work independently and/ or deputise for the Senior Technician as required.
12. To demonstrate flexibility and commitment to the University and LIS mission statements, policies, and development plans.
13. Staff may be required, from time to time and on an ad hoc basis, to work additional hours and/or hours outside of their normal working pattern to meet the needs of the business.

14. To carry out other such duties as may reasonably be associated with the grade and a role of this nature

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Recent and demonstrable experience of working in chemistry laboratory environment. (Application/Interview)
- Educated to undergraduate degree level in science subject or equivalent experiential learning in a related discipline. (Application)
- Good practical skills in scientific laboratory techniques relating to chemistry. (Application/Interview)
- Possess strong customer service and communication skills, both written and verbal, with the ability to liaise effectively with customers and colleagues (Application/Interview)
- Ability to work with initiative and independently and to work cooperatively within a diverse team. (Application/Interview)
- Understanding of Health & Safety procedures with respect to the work environment with an ability to work safely at all times. (Application/Interview)
- Demonstrable IT literacy and knowledge/experience of relevant software and support. (Application/Interview)
- Ability to plan, prioritise and organise own workload. (Application/Interview)
- Ability to provide manual handling to varying weights and sizes. (Application/Interview)
- Awareness and understanding of confidentiality. (Application/Interview)
- Attention to detail and concern for quality of work of team and self. (Application/Interview)
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview)

Knowledge, Skills, and Behaviours (Desirable)

- Experience of working in a Further or Higher Education environment. (Application/Interview)
- Relevant Health & Safety qualifications. (Application)
- Competency in operating equipment and instrumentation within scientific laboratories, enhanced by hands-on experience in a Pharmacy laboratory environment. (Application/Interview).
- Knowledge of Organic, Inorganic and Physical Chemistry. (Application/Interview)
- Ability to adapt to changing work environments and new technologies (Application/Interview)