UNIVERSITY OF WARWICK

**Job Description**

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| Job Title | Technical Assistant – Research Labs/Core Technical Assistant |
| Department | Chemistry |
| Grade | FA2 |

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| Job purpose (a brief summary of the role) | To provide a high-quality support function to the Department of Chemistry's research areas and to assist in the upkeep of infrastructure within the buildings, ensuring a safe working environment and general functionality of all spaces.<br><br>This role will primarily be to support the department's researchers, but you will occasionally be expected to support other areas in the department as required, such as e.g. the Chemistry Stores or Teaching Laboratories, particularly during periods when those areas might struggle to provide agreed service levels due to staff absences.<br><br>As a reminder, even though some of the duties are laboratory based, you will not conduct any research activities, and there will be an outdoor and manual handling component to the role. |
| Duties and responsibilities | 1. Provision of liquid nitrogen – Filling and moving pressurised and non-pressurised dewars (manual handling aspect) training will be provided<br><br>2. Collection, storage and labelling of waste materials following best practice and ensuring that handling of materials, labelling and storage, compliant with all relevant safety regulation and approved departmental and university procedures. Ensuring that stocks of labelled containers are available for use by members of the department<br><br>3. Emptying specialist waste bins to external areas or as required, and use of autoclaves (this will require some manual handling/moving of heavy items)<br><br>4. Support departmental statutory compliance, by gathering data on e.g. water outlet flushing, LEV pre-use checks etc.<br><br>5. Assist research staff and students with re-organisation of research and office or other spaces, moving furniture and equipment as required (manual handling).<br><br>6. Supporting the maintenance of an inventory of chemicals and research equipment.<br><br>7. Movement of gas cylinders and connection to manifolds (manual handling).<br><br>8. Chaperoning contractors and Estates maintenance staff while on site, as required, ensuring safety of both maintenance and research staff. |

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| | 9. To act with professionalism at all times and show respect to their colleagues and to understand and adhere to the University's value of dignity at work; they are also expected to work collegially and to support all the teams with which they have contact in achieving the University's objectives.<br><br>10. Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training. |

**Person Specification**

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

| Essential Criterion No. | Essential Criterion Description | Measured by |
|---|---|---|
| E1 | Good general level of science education (NVQ level 1 or 2/GCSE level or equivalent) or experience in a similar related role. | A |
| E2 | Experience of working in a customer facing role. | A & C |
| E3 | Experience of working within an environment where procedures have to be followed. | A & C |
| E4 | Good IT skills including proficiency in Microsoft Office software and Outlook. | A & C |
| E5 | Some knowledge of laboratory hazards and being familiar with chemical nomenclature and basic chemical properties to ensure safe working practices. | A & C |
| E6 | Good oral and written skills with the ability to communicate effectively with a wide range of students, staff and individuals at all levels. | A & C |
| E7 | Highly organised with experience of managing and prioritising a large volume of work and working to deadlines. | A & C |
| E8 | A can-do attitude with a high degree of flexibility and the ability to adapt to frequently changing priorities. | A & C |
| E9 | Demonstrable ability to work independently and collaboratively as part of a team. | A & C |

| Desirable Criterion No. | Desirable Criterion Description | Measured by |
|---|---|---|
| D1 | Knowledge of COSHH regulations and relevant Safe Handling Regulations would be desirable. | A & C |
| D2 | Previous experience of accurately inputting into databases, maintaining manual/ electronic records and the analysis and manipulation of this data would be desirable. | A & C |
| D3 | Experience in handling liquid nitrogen, hazardous chemicals or chemical waste. | A & C |