UNIVERSITY OF WARWICK

Job Description

Job title	Senior Teaching Laboratory Technician
Department	Chemistry
Grade	FA5

Job purpose (a brief summary of the role)	To provide high quality technical support to staff, students and visitors in the Department of Chemistry's Teaching Laboratories. You will be responsible for the day-to-day running of teaching laboratories, supporting the provision of a safe working environment. This will include working with the Deputy Technical Services Manager (Teaching) (DTSM) and other colleagues to organise, manage and maximise the efficient delivery of practical lab classes and associated activities within the Teaching Labs whilst ensuring that health and safety is embedded in all preparation work undertaken. The post involves working with acute hazards capable of causing severe injury or death. Chemical hazards include: • Strong acids and alkalis, capable of causing severe burns • Toxic gas e.g. sulphur dioxide • Toxic chemicals • Flammable materials • Cryogens such as liquid nitrogen and solid carbon dioxide • There are also chronic hazards including: o Sensitisers such as isocyanates which can cause severe allergic reaction o Carcinogens and teratogens e.g. pyridine, chromium salts o Heavy metals especially mercury and mercury salt These hazards require the use of special precautions such as fume cupboards and personal protective equipment. Heavy lifting is sometimes required – for example large gas cylinders using a trolley. This role may require occasional weekend working (where appropriate overtime payment would be applicable) to support student recruitment activities such as Open days.
Duties and responsibilities	**1.Teaching Support** a. Take operational responsibility for core technical support for an area within the teaching laboratory, including the day-to-day allocation of work to and the supervision of other technical staff working within this area, under the general direction of the DTSM. b. Preparation of reagents, solutions, intermediates and other materials as requested, using published or agreed methods and techniques with minimal or academic supervision. This applies equally to UG, PGT, Outreach and recruitment-related activity.

c. Setting up experimental systems and research apparatus for laboratory-based courses. This applies equally to UG, PGT, Outreach and recruitment-related activity.
d. Operating and maintaining complex and sophisticated research apparatus, equipment and instruments.
e. Maintaining agreed standards of general cleanliness and maintenance, ensuring the laboratory is clean, tidy, well maintained (with any faults or issues reported) and safely closed down at the end of each day.
f. Maintaining stock of reagents, glassware and other apparatus as necessary, and maintaining the chemical and stock inventories for their area of the teaching laboratories, undertaking appropriate periodic stock checks.
g. Assisting in the provision of training and advice to demonstrators as appropriate.
h. Maintaining a visible and accessible presence in the teaching laboratory, proactively supporting students, demonstrators and academics and responding to queries and serving at the hatch when required.
i. Supporting the writing and updating of laboratory scripts, ensuring all changes are approved by the DTSM or/and academic in charge of the experiment.
j.

2. Health and Safety

a. Supporting the DTSM in ensuring agreed Health & Safety standards, processes and systems are fully implemented in their area of responsibility, to include: chemical segregation and risk assessment etc.
b. Developing, maintaining and updating Risk Assessments (RAs) and Standard Operating Procedures (SOPs) for all activities in the Department's Teaching Laboratories to ensure best practice is embedded in the Department's Teaching Laboratories.
c. Developing and delivering laboratory induction and training in the safe use of teaching laboratories for new members of staff, visitors and students, Estates staff and contractors etc. and to ensure that use of equipment is done in a safe, sensible manner, following protocols and complying with all relevant codes of practice and current legislation.
d. Populating Inventories within the Teaching Labs: working with teaching fellows and demonstrators, DTSMs as well as the wider technical team to ensure that all chemicals and items of equipment are logged in the appropriate inventory databases and asset-tagged as appropriate on arrival. Identification, classification, safe segregation, storage and disposal of chemicals, waste and surplus chemicals.
e. Oversee the safe installation of compressed gas cylinders, monitor regulator age and safety within the Teaching Labs.

3. Other Duties

a. Supporting the management of the Department's Teaching Laboratories including fault reporting, coordinating minor maintenance projects, providing access/issuing access permits, as well as collecting information to aid the completion of data capture surveys.
b. Providing day-to-day supervision and ad-hoc training of Technical Assistants.

	c. To take responsibility for a specific activity/expertise within the Department e.g. manual handling, biological safety, LEV, maintenance clinics etc. d. To liaise with other technical staff both locally and externally to keep up to date with best practice and identify opportunities for continuous improvement. e. Work flexibly with the other members of the team to ensure that annual leave is co-ordinated and that all requirements are covered during periods of absence. f. 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; you are also expected to work collegially and to support all the teams with which you have contact in achieving the University's objectives. The duties and responsibilities outlined are not intended to be an exhaustive list but provide guidance on the main aspects of the job. You will be required to be flexible and undertake any other duties deemed appropriate by a DTSM.

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 Honours Degree in a relevant field of science (ideally in Chemistry) or equivalent work experience.	A
E2	Post-degree experience in a research or teaching laboratory or demonstrable, equivalent research experience.	A & C
E3	Highly organised with experience of managing and prioritising a large volume of work and working to deadlines.	A & C
E4	Strong IT skills, including websites and MS Office, with the ability and willingness to learn new skills to facilitate research and administration.	A & C
E5	Excellent interpersonal skills, including the ability to communicate and work effectively with colleague at all levels. Excellent customer service skills.	A & C
E6	Ability to keep up to date with new techniques and current literature.	A & C
E7	Knowledge by experience of good laboratory practice, safety procedures and COSHH regulations.	A & C
E8	Ability to use initiative, be proactive and seek solutions as issues arise.	A & C
E9	Demonstrable ability to work independently and collaboratively and effectively as part of a team.	A & C
E10	Demonstrable experience of working in a customer facing role.	A & C