

## **Job Description**

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>Role Title:</b>        | Technician (Chemical Sciences)      |
| <b>Faculty:</b>           | Health, Community and Life Sciences |
| <b>Reference:</b>         | MPF4042                             |
| <b>Grade:</b>             | 5                                   |
| <b>Full or Part time:</b> | Full time                           |
| <b>Hours:</b>             | 36.25                               |
| <b>Reports to:</b>        | Technician Manager                  |

## Overview

The Faculty of Health, Community and Life Sciences (HCLS) is looking to appoint a Technician (Chemical Sciences). HCLS is a large, multidisciplinary Faculty with around 1,000 staff, including 70 technical staff, and more than 10,000 students across a wide range of taught and research programmes.

The University could not deliver high-quality research, teaching and knowledge transfer without the work of our skilled technical staff at all levels of the institution, and we aim to ensure the contribution technicians make is fully recognised. The University of Salford is a signatory to the national Technician Commitment, which aims to ensure the key themes of visibility, recognition, career development and sustainability are developed for technicians working in higher education and research. We aim to do this by pledging action against these themes, ensuring technician roles are viewed as professional careers, developing potential career pathways and encouraging career development opportunities.

The role of Technician (Chemical Sciences) is key to supporting the effective operation of laboratory environments, ensuring activities are delivered safely, efficiently and to a high standard. The role is primarily teaching-aligned, supporting taught and project-based activities, particularly where Chemical Sciences knowledge and skills are required.

You will plan and deliver assigned technical activities, organising your workload and applying your technical knowledge and skills to meet the requirements of the activity. You will work with academic and technical colleagues and laboratory users to ensure appropriate technical support is provided safely, accurately and to the required standard.

Working as part of the wider HCLS technical team, you will work collaboratively with technical colleagues across different areas, sharing skills and supporting activities in line with service needs. Your Chemical Sciences knowledge and skills will contribute across the wider service, including teaching and project activity, research infrastructure, laboratory and inventory management and wider service improvement activities.

As part of the wider teaching provision, you may support practical activities involving live animals, animal-derived materials or preserved or deceased specimens, including fish and small mammals. You will need to be comfortable handling these materials appropriately and in line with established ethical and health and safety practices.

You will be expected to maintain high standards of health, safety and sustainability and demonstrate professional and collaborative behaviours in your day-to-day work. You will contribute positively to the wider technical team, communicate effectively with colleagues and laboratory users, and take responsibility for delivering your work to the required standard.

## **Role Purpose**

The appointee will join the existing team of technicians in order to provide assistance to laboratory, specialist spaces, and key stakeholders.

## **Principal Duties & Responsibilities**

- Specialist advice - Maintains expert level knowledge in one or more identifiable specialisms. Provides advice in their specialist area(s). Maintains knowledge in one or more identifiable specialisms. Recognises and identifies the boundaries of their own specialist knowledge.
- Equipment maintenance – Liaising with technician management staff prioritise equipment maintenance. Investigates causes of equipment issues and seeks resolution following department procedure. Escalates unresolved issues. Documents and closes equipment maintenance incidents according to university procedures.
- Quality assurance (equipment & facilities) - Contributes to the collection of evidence and the conduct of equipment and facility audits or review of activities, processes, or services. Examines records for evidence that appropriate testing and other quality control activities have taken place and completes compliance with organisational directives, standards and procedures. Identifies non-compliances, non-conformances and abnormal occurrences.
- Safety and incident management - Assist in delivery of health and safety guidance. Assists in recording health and safety data. Assists in compliance of health and safety data. Carries out routine health and safety tasks across the directorate in liaison with external contractors. Undertakes safety investigation on initial designs following provided methods. Follows procedures, identifies, registers and categorises incidents. Gathers information to enable incident resolution and promptly allocates incidents as appropriate. Maintains records and advises relevant persons of actions taken.
- Customer assistance – Acts as the routine contact point, receiving and handling requests for help. Replies to a broad range of service requests for assistance by providing information to fulfil requests or enable resolution. Provides first line investigation and diagnosis and promptly allocates unresolved issues as appropriate.

Assists with the development of standards, and applies these to track, monitor, report, resolve or escalate issues. Contributes to creation of assistance documentation.

- Sourcing / procuring – Liaising with staff and/or technician management to use specialist knowledge to aid purchases. Aids finding suppliers and sourcing of quotations in accordance with university policy. Completes and monitors purchase under guidance.
- Perform any other duties appropriate to the grade as may be required by the Dean of School/Director of HANS/ Technician management team etc.
- Where appropriate line manager and/or mentor colleagues of a lower grade.
- Promote equality and diversity for students and staff and sustain an inclusive study and work environment in accordance with University policy.
- To engage in the Technicians Commitment at the university  
<https://www.salford.ac.uk/technicians-commitment>

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

## **Generic Duties**

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

## **Person Specification**

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

### **Qualifications**

1. Hold a relevant qualification and / or equivalent professional experience An undergraduate/ postgraduate degree or equivalent qualification (E)

### **Background and Experience**

2. Experience of working in and maintaining any of the following, chemical, analytical, environmental or general wet chemistry laboratories, including preparation, safe storage of materials and waste management (E)
3. Experience in dealing with internal and external customers (D)
4. Experience of procurement processes (D)
5. Experience of maintaining health and safety policies and procedures in relation to laboratories (E)
6. Experience of maintaining equipment through problem solving and trouble shooting (E)

### **Knowledge**

7. A knowledge of health and safety procedures and its application to a laboratory environment (D)
8. Experience of providing teaching and research assistance, particularly in relation to chemical sciences laboratory activities, including the preparation of materials and reagents, purchasing consumables and ensuring laboratory readiness to meet requirements (E)
9. How to operate and maintain laboratory equipment and procedures in relation to general chemical laboratory equipment (e.g. balances, fume cupboards, ovens, furnaces, pH meters or similar) (E)
10. Experience of relevant skills and techniques (chemical handling, preparation of reagents and solutions, safe storage of chemicals, use of fume cupboards, and operation of laboratory equipment) including routine calibration, cleaning, and documentation of equipment use (E)

### **Skills and Competencies**

11. Excellent communication and interpersonal skills (E)
12. A respectful approach and experience of working as part of a successful team (E)
13. Ability to act alone with precision to prioritise workload (D)