

Job Description

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| Role Title: | Technician (Chemical Sciences) |
| School / Dept: | School of Science, Engineering and Environment |
| Reference: | MPF4042 |
| Grade: | Grade 5 |
| Full or Part time: | Full time – Fixed term contract 3 months |
| Hours: | 36.25 |
| Reports to: | Technician Manager |

Overview

The role of Technician (Chemical Sciences) has become vacant in the University's School of Science, Engineering and Environment (SSEE). SSEE is a large multi-disciplinary School comprising around 400 staff, including around 50 highly skilled technicians and approximately 4500 students studying on a range of taught and research programmes at BSc, BEng, MEng, MSc, MPhil and PhD level. SSEE embraces subjects as diverse as Zoology, Parasitology, Mathematics, Computer Science, Engineering, Geography, Biomedical Science, Architecture and Construction Management, in a range of locations on the Peel Park campus.

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 of 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 the 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 within the School of Science, Engineering and Environment (SSEE), ensuring that both teaching and research activities are delivered safely, efficiently and to a high standard. The post-holder will work as part of a collaborative technical team to coordinate and support the day-to-day operation and organisation of laboratory spaces, equipment and resources, enabling a broad range of chemical sciences activities.

This includes contributing to the effective operation of research and specialist laboratory spaces to ensure they remain safe, organised and fit for purpose, as well as supporting the organisation and preparation of teaching laboratories where required. The post-holder will focus on the organisation, infrastructure and compliance of chemical sciences laboratory environments. This will include supporting laboratory clear-outs, organising chemical and consumable storage, and ensuring spaces are aligned with current health and safety requirements, including COSHH compliance.

The post-holder will support the implementation and ongoing use of the School's inventory management system (SISO), contributing to the accurate logging, organisation and tracking of chemicals and laboratory materials. Working closely with the Grade 6 technician responsible for the area, the role will involve improving visibility of stock, supporting consistent storage practices, and contributing to the establishment and maintenance of sustainable and auditable systems across laboratory spaces.

Technicians aligned to both teaching and research activity across chemical and biological sciences; however, they operate as part of a single technical service. As such, the post-holder will work flexibly across different laboratory environments as required, applying transferable skills to support delivery where demand is greatest. As such the role may involve working with animal-derived materials or preserved biological specimens. The post-

holder must be comfortable handling these in line with ethical and health and safety practices.

The post-holder will uphold high standards of health, safety and sustainability in all activities.

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.
- Where appropriate line manager and/or mentor colleagues of a lower grade.
- To engage in the Technicians Commitment at the university
<https://www.salford.ac.uk/technicians-commitment>

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Dean of School/Director of HANS/ Technician management team 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 (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 of materials, waste management and adherence to laboratory safety procedures (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)