



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Technician Assistant				
DEPARTMENT	College of Science JBL Schools Technical Team (School of Chemistry)				
LOCATION	Brayford				
JOB NUMBER	COS048	GRADE	4	DATE	November 2020
REPORTS TO	Technical Manager				

CONTEXT

The Schools of Chemistry, Life Sciences, Pharmacy and Geography within the College of Science offer an exciting and supportive integrated work environment for excellence in research and teaching. A cross-school technical team combining discipline expertise with operational flexibility creates a dynamic and multi-disciplinary environment to enable delivery of the Schools' ambitious development plans. The post-holder is required to work across the Schools and their buildings, providing technical support to research, teaching and commercial service delivery.

JOB PURPOSE

The role provides technical support in synthetic and analytical chemistry to teaching staff and research teams. You will work within a team of 4 other technicians supporting Chemistry and Pharmacy, part of a wider team of 18 technical staff based in the Janet Lane-Claypon Building and Joseph Banks Research Laboratories at the Brayford campus of the University of Lincoln.

Your duties will primarily be to support the day to day running of the chemistry laboratory in the Janet Lane-Claypon Building. This will include preparation of laboratory practicals for undergraduate classes in chemistry (synthetic and analytical) and forensic science as well as some pharmaceutical sciences practicals; laboratory supervision and technical assistance to undergraduate students and academic staff and the regular and effective maintenance of equipment in the laboratory. Your line manager will be the Technical Manager and you will work under the supervision of the Senior Chemistry technician.

Your main work environment in the Janet Lane-Claypon Building comprises a large chemistry teaching laboratory with fume cupboards and equipment for synthetic chemistry, plus 2 adjacent instrument laboratories with analytical equipment including: GC and GC/MS, HPLC, FTIR, AAS and UV spectrophotometers. You will also be expected to provide technical support to researchers and postgraduate students in allocated labs in the nearby Joseph Banks Laboratories.

You will be offered full training in the use of the relevant instrumentation and how to be an effective teaching technician, working towards a sound knowledge and experience in the procedures and instruments associated with synthetic and analytical chemistry.

KEY RESPONSIBILITIES

General

- Follow instructions to meet customer requirement determining the priority of tasks.
- Understanding and technical competence of procedures, processes and specialised systems.
- Production of instruction sheets and guidance material in partnership with academic colleagues.
- Support colleagues and other team members with relevant guidance and advice on the area of work.
- Liaise to maintain relationships and contacts.
- Determine prioritisation of tasks for and own pattern of work to ensure a high level of service.
- Contribute to routine decision making involving operational procedures and equipment.
- Carry out tasks requiring specific knowledge of physical or sensory techniques and skills.
- Explain standard procedures or demonstrate the use of standard equipment.

Preparation of Experiments, Machinery and Equipment

- Set up equipment and prepare materials for teaching or researchers.
- Provide assistance in conducting experiments and using the equipment.

Demonstration of Procedures

- Demonstrate practical procedures and techniques during practical classes, when requested by the academic in charge.

Provision of Technical Advice

- Manufacture and prepare materials and specimens from verbal instruction and/or rough sketches to technical specifications.

Liaison and Networking

- Maintain relationships with colleagues across the University and external parties, eg suppliers, contractors etc

Maintenance and Repair of Equipment/Apparatus

- Conduct regular maintenance checks and repair equipment. When unable to repair equipment liaise with relevant companies and oversee repair or replacement.

Collation of Results

- Prepare and collate experimental results for interpretation by others.

Development of Methods of Testing and Practices

- Develop new or improved methods of testing and demonstrating practices under the supervision of academic, research or senior technical staff.

Health and Safety

- Contribute towards ensuring safety regulations are followed. Instruct students in safe working practices including overseeing activities in the labs.

Stock Control and Ordering

- Monitor laboratory resources.
- Source suppliers and new equipment as appropriate.
- Place orders when required within a set budget.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Technical Managers• Heads of Schools• Fellow technical staff• Staff within the schools• Health and Safety Department• Students	<ul style="list-style-type: none">• Relevant academic and professional groups• Relevant national, regional and international networks• Materials suppliers and contractors



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
HNC level qualification or equivalent experience	E	A
Experience:		
Previous experience of working in a laboratory / workshop environment	D	A/I
Skills and Knowledge:		
Technical working knowledge of all specialist equipment relating to specific workshop/laboratory	E	A/I
Appropriate IT skills	E	A/I
Good written and verbal communication skills to enable explanation of technical issues and processes	E	A/I
Competencies and Personal Attributes:		
Enthusiastic and flexible approach to work	E	I
Effective team worker	E	A/I
Able to work confidentially	E	A/I
Customer orientated approach to work	E	A/I
Professional and courteous manner	E	A/I
Proactive and able to demonstrate initiative	E	I
Business Requirements:		
Willingness to work flexible hours on occasions to accommodate the needs of business	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	LJ/IS	HRBA	HDR
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