**JOB DESCRIPTION**

1. JOB TITLE: Laboratory Technician

2. HRMS REFERENCE NUMBER: HRMS/13219 (8 posts)

3. ROLE CODE: LTECFSE

4. DEPARTMENT: Faculty of Science & Engineering

5. ORGANISATION CHART: Reports to Laboratory Manager

6. JOB PURPOSE:
   Working as part of team, to support for those aspects of the Faculty B.Sc., B.Eng. and M.Eng. programmes that are delivered in the laboratory. The post holders will provide technical support and guidance for students and staff using the laboratory and workshop facilities within the Faculty. This will include the set up and maintenance of equipment, and the preparation of materials and resources for laboratory based teaching and research.

7. BACKGROUND INFORMATION:
   The Faculty of Science and Engineering is located on the former Thornton R&D site of Shell Research Ltd, now transferred to the University of Chester. The Faculty contains the School of Mathematics and Computing, and has four further Departments: Mechanical Engineering, Electronic & Electrical Engineering, Chemical Engineering, and Natural Sciences. In all cases, the programmes from these four Departments have a high experimental content and require the students to develop correspondingly high levels of scientific and practical skills. The Technician posts are crucial in supporting students as they work towards these objectives. In each case, Departments share some common facilities and also operate individual specialised laboratories and workshops. Technicians will be expected to work across Departmental boundaries, depending on need and on the best use of individual skills and expertise. Technicians will ensure their own behaviours are fully compliant with all relevant Health, Safety and Environmental legislation, and will support the laboratory manager in implementing HS&E requirements.

8. WORK PERFORMED AND/OR KEY RESULT AREAS:

8.1 Communicating Effectively
   - Answer general enquiries from students and staff on a daily basis.
   - Communicate with colleagues and students in relation to teaching and research.
   - Demonstrate and instruct students in the preparation of materials and the use of laboratory and workshop equipment.
• Produce written methods for practical sessions, generating usable instructions from complex information that are easily understood by students.

8.2 Leadership and Working Collaboratively
• Operate as a member of the Technical team in the Faculty of Science and Engineering, providing support for the teaching and research activities and reporting to the Laboratory Manager
• Work with academic staff in all Departments of the Faculty.
• The role holder does not have any supervisory responsibility.

8.3 Liaison and Networking
• Liaison with academic staff, students and researchers on requirements for practical lessons in laboratories or workshops.
• Attend and contribute to meetings of the technical team and those of subject working groups as necessary.
• Communicate with suppliers and service engineers.

8.4 Delivering a High Quality Standard of Service
• To provide a helpful and timely reactive service to the requests of academic staff regarding preparation for practicals and research.
• To respond to student requests for assistance in practical sessions and where appropriate with projects and equipment support, maintaining a professional approach to support students, promoting development and preventing dependency.
• Prepare and maintain equipment for laboratory work, including set-up, dismantling and resetting of experimental spaces as necessary.

8.5 Effective Decision Making
• Make independent decisions concerning the support and guidance on the use of materials and equipment for teaching and research.
• Make collaborative decisions with academic staff and the technical team regarding preparation for laboratory and workshop sessions.
• Provide advice to students and colleagues where necessary to allow them to make decisions concerning practical work.

8.6 Planning and Organising Self and Others
• Work independently under the general guidance of the Laboratory Manager, planning and organising own workload to meet the needs of staff, students and researchers in the Faculty.
• Working with the technical team to ensure efficient use of laboratories, workshops and teaching resources.
• Contribute to the planning of teaching and research projects as appropriate.

8.7 Innovation and Improvement (Effective Problem Solving)
• Deal with standard day to day problems as they arise, for example equipment breakdowns.
• Solve more complex problems for example testing equipment and adapting methods and procedures to ensure success.
• Provision of technical advice and information to allow students to achieve their potential.
• Ensure facilities and equipment are maintained to the necessary standards, reporting problems to the Laboratory Manager as necessary.

8.8 Analysis and Research
• Order and maintain stocks of materials and consumables.
• Maintain knowledge and awareness of product developments in relevant discipline areas.
• Analyse practical requirements and laboratory methods before sessions are delivered to students.
• Support students with the interpretation of data and results from laboratory or workshop sessions.

8.9 Sensory and Physical Demands
• The role holder will be required to lift, carry and set up laboratory and workshop equipment and materials.
• The role holder must be Health & Safety aware, fully comply with all health, safety and environmental requirements, and be able to ensure that students work safely.
• Occasional work off-site may be required, for example supporting field trips and day visits.

8.10 Work Environment
• Laboratory, workshop, office and classroom environments, with occasional work off-site as required.
• Responsible for the safe storage, supervision and use of equipment by suitably trained persons.
• Familiar with COSHH regulations, materials safety data sheets, and other Health, Safety and Environment regulations relating to the materials and equipment used, for example Ionising Radiation Regulations (1999), Human Tissue Act (2004), etc. as appropriate.
• Use appropriate PPE while in a laboratory or workshop environment.
• Work with the Laboratory Manager and academic staff to ensure risk assessments are in place, and to provide appropriate advice on the safe use of equipment and facilities.

8.11 Pastoral Care and Welfare
• Show sensitivity and consideration to students and colleagues.

8.12 Team Development
• Contribute to the induction and development of new staff as needed.

8.13 Teaching and Learning Support
• Contribute to inductions for new students
• Provide instruction, support and guidance on the use of laboratory and workshop equipment and techniques as necessary.

8.14 Knowledge and Experience
• Degree or equivalent knowledge and experience in a science or engineering subject.
• A good communicator, able to provide effective technical instruction and guidance adapted to suit students with a range of levels of understanding.
• Computer literacy and numeracy.
• Knowledge and experience of general laboratory and/or workshop practice, gained either in an academic or an industrial environment.

8.15 General
The role holder is not expected to undertake an academic teaching role or to resolve academic problems. A member of academic staff will always be available to assist with any scholarly or academic issues that may arise.

To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.

To take responsibility for upholding and complying with the University’s Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with all University Health and Safety policies.
## PERSON SPECIFICATION

**Job Title:** Laboratory Technician  
**Department:** Faculty of Science and Engineering

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<thead>
<tr>
<th>Criteria</th>
<th>Essential / Desirable</th>
<th>Method of identification</th>
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<tbody>
<tr>
<td><strong>Qualifications:</strong></td>
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<tr>
<td>Appropriate professional qualification at degree level</td>
<td>Essential</td>
<td>Application form</td>
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<tr>
<td>Relevant degree or equivalent.</td>
<td>Desirable</td>
<td>Application form</td>
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<tr>
<td>Computer literacy and numeracy</td>
<td>Essential</td>
<td>Application form</td>
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<tr>
<td><strong>Proven Experience:</strong></td>
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<tr>
<td>Knowledge and experience in a science or engineering subject</td>
<td>Essential</td>
<td>Application form/ interview</td>
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<tr>
<td>Knowledge and experience of general laboratory and/or workshop practice, gained either in an academic or an industrial environment</td>
<td>Essential</td>
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<td>Experience of providing technical support to students in higher education.</td>
<td>Desirable</td>
<td>Application form/ interview</td>
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<td>High level of safety awareness</td>
<td>Essential</td>
<td>Application form/ interview</td>
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<td>Familiarity with Health, Safety and Environmental legislation requirements in a laboratory or workshop environment.</td>
<td>Desirable</td>
<td>Application form/ interview</td>
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<td><strong>Delivering academic and service excellence:</strong></td>
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<td>Familiarity with setting up and using a wide range of laboratory equipment for the physical, chemical or biotechnical sciences OR</td>
<td>Essential</td>
<td>Application form/ interview</td>
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<tr>
<td>Familiarity with setting up and using a wide range of workshop equipment for mechanical, electronic or electrical engineering</td>
<td>Essential</td>
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<td>Effective communication to deliver instruction and guidance to students with varying experience.</td>
<td>Essential</td>
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<td>Use of data analysis tools such as MS Excel.</td>
<td>Essential</td>
<td>Application form</td>
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</table>
**Essential Requirements** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Requirements** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

**Method of identification** is where the selection panel will match the candidate’s skills and abilities to the required criteria outlined (i.e. application form, interview, test)

<table>
<thead>
<tr>
<th>Managing self and inspiring others:</th>
<th>Essential</th>
<th>Application form / interview</th>
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<tbody>
<tr>
<td>Ability to plan own work and make independent decisions.</td>
<td>Essential</td>
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<td>Hard working, self-disciplined, committed.</td>
<td>Essential</td>
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<td>Working together:</td>
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<td>Ability to work as part of a team, and to support students and academic staff.</td>
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<td>Organisational and stakeholder awareness:</td>
<td>Essential</td>
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<td>Ability to make effective decisions concerning effective use of laboratories, workshops, materials and equipment.</td>
<td>Essential</td>
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UNIVERSITY OF CHESTER
TERMS & CONDITIONS OF EMPLOYMENT
FACULTY OF SCIENCE & ENGINEERING
LABORATORY TECHNICIANS

SALARY SCALE
University Scale OS6, points 19 - 22, £22,240 - £24,289 per annum payable monthly in arrears.

RESIDENCE REQUIREMENT
It is a requirement of this post that within 12 months of appointment, the post-holder should live within a 30 mile radius or within a one hour travelling time by public transport from the University.

HOURS OF WORK
Monday to Thursday 9.00am - 5.30pm
Friday 9.00am - 4.30pm (less one hour for lunch each day)

A flexible approach to work will be required as there may be occasions when it would be necessary for you to work additional hours as dictated by the workload.

HOLIDAY ENTITLEMENT
22 days per annum (pro-rata during the commencement and cessation years), rising to 27 days after five years' continuous service. Two extra statutory days per annum during the Christmas period.

MEDICAL EXAMINATION
Successful candidates will be required to complete an Occupational Health questionnaire, and may be required to undergo a medical examination.

ESSENTIAL CERTIFICATES
Short-listed candidates will be asked to bring to interview, proof of qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by HRM Services.

PENSION SCHEME
The University operates two pension schemes for support staff:
- The default scheme is the Higher Education Defined Contribution Scheme (HEDCS), which is administered by Friends Life.
- The Cheshire Local Government Pension Scheme, to which the University is an admitted body.

All support staff are entitled to participate in one of these schemes. Some staff will be automatically enrolled into a scheme, depending on their age and earnings, but if they do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES
The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY
The University operates a No-Smoking policy.
PROBATIONARY PERIOD
A nine months’ probationary period applies to all University posts.

CLOSING DATE
Candidates should apply for this vacancy via our online recruitment website (https://jobs.chester.ac.uk/wrl) by Monday 12th May 2014 quoting reference number HRMS/13219.