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**Job Description**

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| **Job title:** | **Teaching & Research Technician (Synthetic Chemistry)** |
| **Department/School:** | **Chemistry** |
| **Grade:** | **5 (1 FTE)** |
| **Location:** | **Faculty of Science: University of Bath premises** |

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| **Job purpose** |
| To organise, prepare-for, maintain and run our Chemistry teaching laboratories. To support our academic teaching team who lead undergraduate laboratory classes. To predominantly support our Synthetic laboratory while providing support and cover for our Physical teaching laboratory. To work with the Teaching Technical Team, Technical Supervisors and Technical Manager who are responsible for teaching, research and Health and Safety support for the Chemistry Department. To ensure that practical classes are prepared for in advance, run in an efficient manner and that health and safety compliance is a priority. To ensure that the correct kit and consumables are ready, prepared/ available for practical classes. To problem solve when instrumentation and kit are concerned. To assist with practical development and problem solving where necessary. To communicate effectively where planning, preparation and running of classes is concerned. |

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| **Source and nature of management provided**  |
| Chemistry Technical Supervisor and Technical Manager. |

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| **Staff management responsibility** |
| NA |

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| **Special conditions**  |
| Flexible working with occasional early starts and/or late finishes. Occasional weekend working may be required. |

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| **Main duties and responsibilities** |
| **Teaching Support:** Work with the Technical Team and academic staff to ensure timely and efficient preparation and delivery of the undergraduate programs. Communicate effectively with and provide guidance and support to demonstrators on procedures, techniques and kit. Work with academic and technical staff in the design and preparation of new experiments. **Research Laboratories:** Work with Technical Supervisors to provide support to those working in research laboratories. This may include laboratory clear-outs, contributing to H&S matters, equipment/ asset registers and equipment sourcing/ set-up. You may be asked to be trained on, contribute to writing SOPs and to run analytical instrumentation. **Outreach events:** Communicate effectively with the appropriate members of staff in a timely manner to prepare for and set up practical session for outreach activities. During session, help support and guide young people to understand and conduct the experiment safely.**Health and Safety:** Communicate effectively with the appropriate members of staff and ensure that all activities are taking place safely and are running to the correct procedure.**Laboratory Organisation:** Maintain a professionally presented workspace, with regard to cleanliness and consumable/ equipment organisation. Perform regular compliance checks, including for compressed gases and their associated fixings and cryogens. **Hazardous Waste:** Correct disposal and signposting/ communication for all hazardous waste streams under the direction of senior team members. Ensure the safe storage of and disposal procedures for all chemicals and their associated waste streams. **Skill Sharing:** Demonstrate procedures to other members of the team on areas of expertise/ responsibility.*The duties described above will take place in the FoS Departments and buildings; mainly in 1, 3, 4 South and the Milner Centre. You will (from time to time) be required to undertake other duties of a similar nature as reasonably required by your line manager. Training will be provided.* |
| 1. **People**
 | The role holder will: * Maintain and manage their personal development plan with the support of their line manager.
* Proactively engage with relevant CPD opportunities.
* Take part in communities of practice (either formally constituted or otherwise) relevant to their area(s) of expertise.
* Share their knowledge and understanding of area of expertise within the team by proactively engaging with and contributing to discussions during team meetings.
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| 1. **Service Delivery**
 | The role holder will: * Provide inductions and training to staff and students in the safe use and basic operation of equipment.
* Plan for and prepare materials/equipment for teaching & research activities.
* Ensure support for Departmental communal teaching and research facilities.
* Carry out further duties as appropriate or instructed within area of support.
* Provide technical support for experimental & project work, including undergraduate projects.
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| 1. **Facilities & Resources**
 | Within their area of specialism, the role holder is responsible for: * Ensuring instrumentation and equipment are maintained and in good repair, with the associated paperwork audit/certification kept up to date.
* Monitoring and coordination of stock, layout and clearing up of any kit/equipment/consumables.
* [Assist with] Audits of assets, materials and storage arrangements of higher risk hazards and/or parts associated with equipment/instrumentation.
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| 1. **Compliance**
 | The role holder is responsible for: * Maintaining up to date knowledge of health and safety practice/legislation in order to provide a safe and effective technical service.
* Drafting original risk assessments and Standard Operating Procedures (SOPs) for area of responsibility, including for new processes.
* Proactively ensure that any functionality and safety issues are appropriately addressed within their area by self and others.
* Ensuring that records are maintained and updated to demonstrate compliance with departmental/University policy and health and safety regulations
* Engaging with relevant specialists as necessary and demonstrating and encouraging good health and safety practice.
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| 1. **Stakeholder Management**
 | The role holder will: * Act as a contact point for service engineers/contractors/Estates, supporting the resolution of technical issues or incidents within their area of work
* Communicate effectively with team members, demonstrators, students, academics, and others in delivery of service
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**Person Specification**

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| **Criteria:  Qualifications and Training**   | **Essential**  | **Desirable**  |
| Relevant degree (or equivalent) qualification or experience working in Chemistry.   | √ |  |

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| **Criteria:  Knowledge and Experience**   | **Essential**  | **Desirable**  |
| A track record of supporting teaching, research or working in a technical role in Chemistry.  | √ |  |
| Demonstrable ability to examine, understand and assess relevant Chemistry related information, concepts and ideas and to suggest solutions to problems  | √ |  |
| Experience of being responsible for safe working practices whilst contributing to their evaluation and improvement  | √ |  |
| Promote and ensure the application of quality standards  | √ |  |
| Experience of contributing to the scoping, planning and delivery of teaching or research |  | √ |
| A track record of contributing to the design, development and implementation of solutions  | √ |  |
| A demonstrable commitment to continuous personal professional development activities through continuing advancement of own knowledge, understanding and competence  | √ |  |

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| **Criteria: Skills and Aptitudes**   | **Essential**  | **Desirable**  |
| Able to communicate effectively with a broad range of audiences  | √ |  |
| Good interpersonal and communication skills. Engaging and enthusiastic with staff, students and stakeholders  | √ |  |
| Able to establish and uphold productive working relationships and an ability to resolve problems  | √ |  |
| Able to work autonomously or as part of a team, and to modify practice as appropriate.  | √ |  |
| Ability to apply relevant scientific and technical knowledge to all aspects of their work, including, but not limited to, problem solving and evaluation  |  | √ |