

Faculty/Administrative/Service Department	Department of Sociology		
Job Title	Forensic Technician		
Job Family	Professional Services	Job Level	3
Responsible to	Michelle Rimmington, Operations and Facilities Manager		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
<p>As a member of the Forensic Investigation Team and wider department of Sociology you will make a significant contribution to a broad range of technical services within the department, supporting teaching staff, research and commercial activities. To provide high quality technical information in support of academic staff, student projects and laboratory/research work. Be responsible for equipment and material usage and maintenance, in accordance with relevant legislation and University Policies.</p>			
<u>Key Responsibilities</u>			
<ol style="list-style-type: none"> 1. To prepare, maintain and demonstrate equipment and materials used in specific practical classes, experiments and student projects, and the environments in which they are used, including classrooms, laboratories and scene investigation facilities. 2. Be responsible for a broad range of equipment and materials used within the Forensic Team & the school ensuring stocks are maintained 3. To monitor, at times, delegated budgets for small equipment items, ensuring that the necessary materials are available for the smooth running of practical teaching/research/laboratory/experiment sessions. 4. Assisting academic staff with the development and testing of specific experiments used within practical classes and student projects 5. Apply technical knowledge in support of teaching, student projects and research activity 6. To assist with the preparation of teaching materials including scenario design and immersive learning technologies. 7. Undertake routine administration in support of the above. 8. Carry out maintenance and testing of forensic equipment and materials within the School and Department. 9. Ensure that the teaching and research areas are kept tidy and to apply the appropriate health and safety precautions in the workplace (including those relating to body fluids, crime scene investigation and basic laboratory practice). 10. Assist with Open days and other associated marketing events providing information to students 11. Provide information to relevant stakeholders with regards to equipment and material loans 12. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management 13. Any other duties as required by the Programme Director and Head of Department. 			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role**Planning and Organising**

- Continuous planning and organisation is required as part of this role. The post holder will liaise directly with the Programme Director and academic staff to plan the practical requirements for teaching on the BSc (Hons) Criminology with Forensic Investigation Course. This will involve input into the design and delivery of the sessions.
- The post holder will be required to maintain and order consumable stock and equipment to support the delivery of the teaching and research for the forensic course and relevant external partners and commercial courses and events. This will include stock taking and ordering while managing a strict budget.
- The post holder will be required to set up all necessary practical crime scene and lab sessions for the course, ensuring the scenario is appropriate and all relevant evidence and materials for the class are available. This will include preparation of items and exhibits in advance, movement of materials and equipment and cleaning and organisation afterwards. Demonstration of safe working practices for specific forensic equipment to students and staff will also be required.
- The Post holder will be responsible for completing all necessary health and safety risk assessment requirements in relation to the crime scene facilities and equipment.
- While working with a team, the post holder will be expected to organise and manage their own time and resources effectively to meet the demands of students, staff and external stakeholders.

Problem Solving and Decision Making

The post holder will be responsible for maintaining health and safety and ensuring compliance with the necessary policies and regulations for safe working practices within the crime scene facility. This means that any problems that may arise in terms of broken or unsafe equipment, problems with the facilities or other issues that could prevent the delivery of practical teaching delivery will have to be managed and resolved in a timely manner. This will mean the post holder will have to think of solutions and liaise with stakeholders such as the programme director, estates, suppliers etc to resolve issues. If a situation arose where the post holder was unable to provide a resolution this would have to be escalated to the Programme Director and Head of Department.

Continuous Improvement

- The post holder will be able to make improvements in working practices within their area. This could include new ways of ordering, organising equipment and managing the facilities.
- The post holder will also be able to suggest improvements in teaching delivery methods, scenarios and technology and equipment used for the course in collaboration with the teaching team and programme director.
- The post holder will also be able to support staff and students in research projects and as such will be able to suggest improvements in methods. They would also be able to inform research projects with external stakeholders and advise academic staff of new equipment or technology coming on the market that may be useful for teaching and research.

Accountability

- Depending on their experience and background on taking up the position, the post holder may need more supervision initially, which can then be reduced as they become more experienced in the role. This supervision would be provided by the Programme Director and Head of Department.
- The post holder will have discretion for ordering equipment and managing a budget effectively. Failure to deliver end results will impact the ability to deliver teaching and research for students and staff.

Dimensions of the role

- Approximate students per year = 45. This will grow from September 2025 as the course grows.
- Academic staff = 1. Currently the post holder will be working with the programme director but as the course grows there will be at least 2 more academic staff. In time this will also grow to include research staff and students.
- External partners – As the course grows there will be a number of partnerships with criminal justice agencies and police forces, managed by the Programme director and departmental lead for employability. The post holder will also be involved in these partnerships to support research and teaching.

Supplementary Information

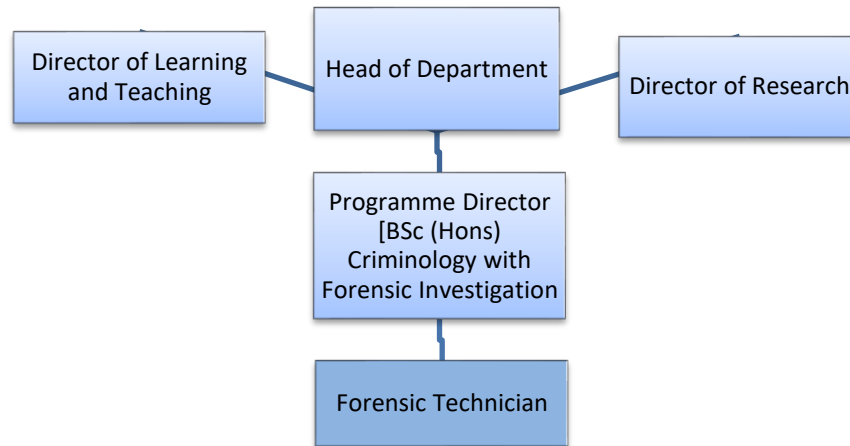
The post holder will have to liaise regularly with staff across the University, including estates, security, stores and other departments such as Chemistry.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships		
Relevant Undergraduate Degree (or relevant working experience commensurate with this level)		E
Current 1 st Aid Certification		D
Current, clean driving license		D
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/Desirable	Level 1-3
The purchase of equipment, media and materials relating to investigation, forensic science and crime scene investigation	E	3
Relevant health and safety procedures	E	3
Sterilisation and decontamination techniques	E	3
Experience of laboratory work and/or working in a relevant analytical environment	D	2
Equipment maintenance procedures	D	2
Writing scientific reports relating to this role	D	2
Able to work to good laboratory practice standards	D	2
Able to work in a crime scene environment and awareness of crime scene control and processing	E	3
Assist with undergraduate practical classes	E	3
Ability to maintain good working relationships	E	3
Meet deadlines in a pressurised environment	E	3
Ability to use initiative in all aspects of the role	E	3
Microsoft Office and data analysis computer packages	E	3

Work in a teaching environment	D	2
Special Requirements:		Essential/ Desirable
Ability to work effectively as part of a team and be flexible in approach to different priorities of teaching and research staff		E
Willingness to undertake a (DBS) check		E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication		2
Adaptability / Flexibility		2
Customer/Client service and support		2
Planning and Organising		2
Continuous Improvement		2
Problem Solving and Decision Making Skills		2
Managing and Developing Performance		2
Creative and Analytical Thinking		2
Influencing, Persuasion and Negotiation Skills		2
Strategic Thinking & Leadership		2
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		
Organisational/Departmental Information & Key Relationships		
<p><u>Background Information</u></p> <p>The department of Sociology aims to build a global reputation for offering a distinct brand of policy-oriented sociology, criminology, and media and communication, driven by world-leading methodological innovation. Our work will combat inequalities and champion diversity. We provide courses for undergraduate and postgraduate students from diverse backgrounds and in September 2023 we launched our new BSc (Hons) Criminology with Forensic Investigation. Subjects include crime scene investigation, forensic investigation and crime science, within an environment that is strong in both research and professional links.</p>		

Department Structure Chart Please highlight the post holder's role by right clicking and selecting format shape, selecting solid fill and 2nd shade of blue in list. Boxes can be added/removed by right-clicking and selecting add shape or cut. Font should be Frutiger LT Std 45 Light (max font size 10).



Relationships

Internal

- All staff and students in the school, faculty and wider University
- Any staff and students from other parts of the Faculty who are involved in teaching and learning on Sociology modules i.e forensic chemistry
- Health and Safety Department Staff
- Estates Department Staff

External

- Suppliers of materials/equipment
- Visitors to the University on Open Days / Applicant Experience Days
- Staff and students in local schools and colleges on outreach visits
- Partners including Police Forces and Criminal Justice Agencies

Addendum

This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.

Job Title: Forensic Technician

Background Information/Relationships

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Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile.

	Essential/ Desirable
Relevant Undergraduate Degree (or relevant working experience commensurate with this level)	E
The purchase of equipment, media and materials relating to investigation, forensic science and crime scene investigation	E
Relevant health and safety procedures	E
Sterilisation and decontamination techniques	E
Experience of laboratory work and/or working in a relevant analytical environment	D
Equipment maintenance procedures	D
Writing scientific reports relating to this role	D
Able to work to good laboratory practice standards	D
Able to work in a crime scene environment and awareness of crime scene control and processing	E
Assist with undergraduate practical classes	E
Ability to maintain good working relationships	E
Meet deadlines in a pressurised environment	E
Ability to use initiative in all aspects of the role	E
Microsoft Office and data analysis computer packages	E
Work in a teaching environment	D
Ability to work effectively as part of a team and be flexible in approach to different priorities of teaching and research staff	E

Special Requirements	Essential/ Desirable
Willingness to undertake a (DBS) check	E
Current 1st Aid Certification	D
Current, clean driving license	D

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

1. To prepare, maintain and demonstrate equipment and materials used in specific practical classes, experiments and student projects, and the environments in which they are used, including classrooms, laboratories and scene investigation facilities.
2. Be responsible for a broad range of equipment and materials used within the Forensic Team & the school ensuring stocks are maintained
3. To monitor, at times, delegated budgets for small equipment items, ensuring that the necessary materials are available for the smooth running of practical teaching/research/laboratory/experiment sessions.
4. Assisting academic staff with the development and testing of specific experiments used within practical classes and student projects
5. Apply technical knowledge in support of teaching, student projects and research activity
6. To assist with the preparation of teaching materials including scenario design and immersive learning technologies.
7. Undertake routine administration in support of the above.
8. Carry out maintenance and testing of forensic equipment and materials within the School and Department.
9. Ensure that the teaching and research areas are kept tidy and to apply the appropriate health and safety precautions in the workplace (including those relating to body fluids, crime scene investigation and basic laboratory practice).
10. Assist with Open days and other associated marketing events providing information to students
11. Provide information to relevant stakeholders with regards to equipment and material loans
12. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management
13. Any other duties as required by the Programme Director and Head of Department.

Help maintain a safe working environment by:

14. Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
15. Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

N.B. The above list is not exhaustive.