

Post Details		Last Updated: 19/05/2016	
Faculty/Administrative/Service Department	Faculty of Engineering and Physical Sciences Centre for Environment and Sustainability		
Job Title	Glasshouse Assistant		
Job Family	Technical and Experimental	Job Level	1b
Responsible to	Experimental Officer		
Responsible for (Staff)	None		
Job Purpose Statement The post holder will contribute to the smooth operation of research activities within the Manor Park Glasshouse and Polytunnel. The post-holder will assist researchers and PhD students in maintenance of the research facilities and aeroponic systems within.			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none">1. Preparation and technical support for researchers and PhD students during research activities.2. Liaise with the Experimental Officer to ensure that facilities are appropriately serviced and that the equipment is operating correctly.3. Maintenance and calibration of equipment to required performance standards as directed by the Experimental Officer.4. Monitor and maintain a safe working environment in accordance with Health and Safety procedures such as electrical safety testing, COSHH and disposal of waste solvents.5. Ensure site is kept clean, tidy and clear of any clutter/obstructions to allow safe site access and working environment6. Support with data collection and harvest events7. Undertake daily site checks (including weekends on rotation) N.B. The above list is not exhaustive.			
All staff are expected to: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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 This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.			

Planning and Organising

- The post holder will carry out basic prioritising and organising of routine tasks and activities.
- Decisions taken will generally be based on established procedures and precedents and the post holder will be expected to refer more complex issues and problems to their line manager.

Problem Solving and Decision Making

- The post holder will be expected to answer simple queries from staff and students and solve problems that arise from those queries as a matter of good customer service, although more complex problems will be dealt with by Experimental Officer.
- The role involves dealing with a relatively narrow range of tasks and preparation activities which are predetermined by set procedures agreed by the operational management.
- The role involves very little decision making as the daily tasks and activities are given by instruction and are constrained by established operational guidelines and procedures.

Continuous Improvement

- The post holder is expected to recognise where improvements to best practice could be made, implementing them under the supervision of his/her line manager.

Accountability

- The post holder will be instructed in safe handling procedures and be expected to comply with clear and established procedures regarding the use of any equipment and to comply with all relevant health and Safety requirements.

Dimensions of the role

- The post holder will provide general assistance with the running of the glasshouse and polytunnel, keeping it clean and tidy, and undertaking basic maintenance of the systems.
- To support interns and PhD students who are working in the facilities.
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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.

Qualifications and Professional Memberships

Learning gained through on the job training and work experience of weeks to months. May include short courses and other formal training.

E

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**

Methodical approach to work

E

1

Attention to detail

E

1

Experience of working in a glasshouse or polytunnel

D

n/a

Experience of working with soilless cultivation systems and/or plants

D

n/a

Awareness of CoSHH regulations

D

n/a

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

1

Adaptability / Flexibility

1

Customer/Client service and support

2

Planning and Organising

1

Continuous Improvement

1

Problem Solving and Decision Making Skills

1

Managing and Developing Performance	n/a
Creative and Analytical Thinking	n/a
Influencing, Persuasion and Negotiation Skills	n/a
Strategic Thinking & Leadership	n/a

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.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

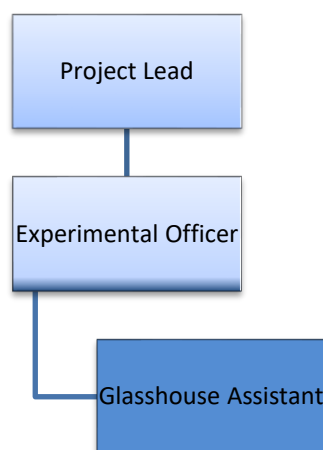
Organisational/Departmental Information & Key Relationships

Background Information

The Faculty of Engineering and Physical Sciences is built on the core engineering disciplines of aeronautical engineering, civil engineering, chemical engineering, electronic engineering and mechanical engineering, together with the core scientific disciplines of computing, mathematics and physics. Within these fields the Faculty enjoys a reputation for excellence in research and teaching.

This role will be based within the Manor Park Glasshouse and Polytunnel, part of the Centre for Environment and Sustainability.

Department Structure Chart



Relationships

Internal

- The post holder will be supervised on a daily basis by the Experimental Officer
- The post holder will communicate with technical and research staff, and students regarding the availability of consumables and onsite access.

External

- Not applicable