

Post Details		Last Updated: 15/12/25			
<b>Faculty/Administrative/Service Department</b>	Faculty of Engineering and Physical Sciences / Physics				
<b>Job Title</b>	SCM Research Laboratory Technician				
<b>Job Family</b>	Technical and Experimental	<b>Job Level</b>	3		
<b>Responsible to</b>	Technical Manager				
<b>Responsible for (Staff)</b>	N/A				

#### **Job Purpose Statement**

The post holder will provide technical expertise and support the Soft Condensed Matter academics, their research teams and projects (including UG and PG taught projects) within the materials research laboratories. The laboratories use such techniques as thermogravimetric analysis (TGA), differential thermal analysis (DTA), differential scanning colorimetry (DSC), high-resolution fluorescence imaging, electron microscopy, atomic force microscopy (AFM).

#### **Key Responsibilities**

1. Ensure that materials/equipment/apparatus in the laboratories is maintained, serviced and repaired as required.
2. Operate specialist equipment and collect data to a high and consistent standard
3. Manage analytical resource centres to make effective use of equipment, including the tracking of charging for use of the facilities, and undertake routine equipment maintenance (or arrange for servicing by the manufacturer or third-party service provider) as necessary.
4. Contribute to induction training of students, research staff, academics and other technicians on laboratory practice and the equipment and techniques used.
5. Monitor and maintain a safe working environment in accordance with Health and Safety procedures such as electrical safety testing, COSHH and disposal of waste chemicals, carrying out regular safety inspections.
6. Monitor, and report on, user compliance with the equipment booking system and operating procedures.
7. To assist colleagues in the technical support team in the inspections of laboratories, in PAT testing of equipment, and in generally maintaining facilities that are conducive to high quality research.
8. Assemble experimental apparatus under supervision and contribute to developing measurement techniques for research.

#### **N.B. The above list is not exhaustive.**

#### **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**

- The post holder will organise and prioritise their work within an established operating environment, guided by health and safety guidelines and laboratory best practices. On a day-to-day basis, the post holder will generally work with limited guidance from the Physics Laboratory Superintendent and more senior colleagues. They will have the latitude within their daily work routine to organise and prioritise their own work, to ensure that all the students can successfully complete their experimental work.
- This will include successfully managing any conflicting demands, possessing a basic awareness of the options available and being able to make effective and appropriate decisions, referring to their line manager where appropriate.

**Problem Solving and Decision Making**

- The post holder will be expected to apply reasonable personal initiative and judgement when faced with situations where past experience does not apply; referring only exceptionally complex or unprecedented issues to their line manager for advice or guidance.

**Continuous Improvement**

- The post holder is expected to take a pro-active approach to their work, making suggestions for minor improvements in working methods within areas of responsibility and implementing them under the guidance of their line manager.
- The post holder will be expected to acquire and/or refresh their skills on the analytical instrumentation for which they have responsibility. This will be achieved by a variety of means but will include attendance at specialised training courses and scientific meetings and keeping up to date with technical literature.
- The post holder is also expected to develop new technical skills as appropriate to the developing nature of research within the laboratory, to contribute to the creation of innovative solutions to requirements. It will be necessary to attend training courses as required.

**Accountability**

- The post holder will be required to order miscellaneous material, parts and consumables and ensure adequate stock levels at an appropriate cost. Failure to do so would affect the students' laboratory experience.
- The post holder is expected to also apply their technical knowledge and practical knowledge of the required laboratory practices to provide advice, training and assistance to staff and students regarding the application of techniques and use of common equipment for preparation and application of standard laboratory techniques. Whilst the work will usually follow an established pattern, the post holder is able to refer to well-defined procedures for guidance when required. The post holder is however, required to recognise when problem/issues should be referred to a senior member of the team or to their line manager for guidance or resolution. The post holder is expected confidently to provide advice and solutions to routine day-to-day problems in their specialist area.
- The post holder is expected to assist with the monitoring and maintaining a safe working environment within the Soft Condensed Matter laboratories and ensuring that the environment meets Health and Safety requirements and procedures such as electrical safety testing, COSHH and disposal of waste chemicals are carried out in compliance with their associated regulations. Errors in judgement or failure to carry out a particular task could result in damaging equipment or risking students and staff's personal safety.

**Dimensions of the role**

- This role will be based in the Soft Condensed Matter research laboratories where they will work alongside multiple academic staff. The post impacts the student and staff experience in terms of its provision of service and its contribution to learning.
- There are no direct budgetary responsibilities although the post holder will be required to order miscellaneous material, parts and consumables and ensure adequate stock levels under their own initiative.

**Supplementary Information**

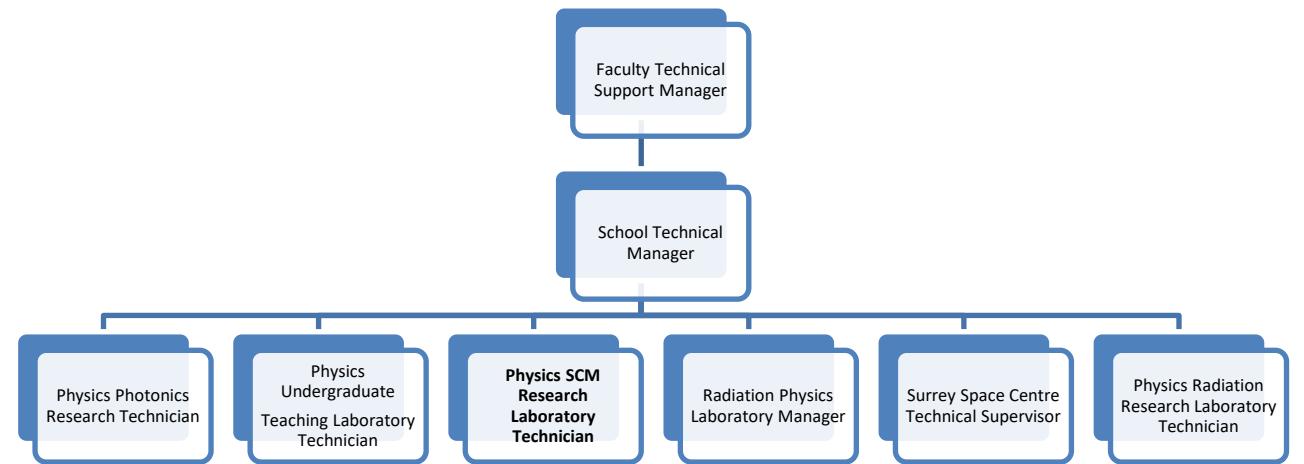
- The post holder will be a member of the appropriate area H&S Forum.

**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.

<b>Qualifications and Professional Memberships</b>		
HNC/D, degree in the relevant specialist area, plus relevant work experience or broad practical work experience in a relevant technical or scientific role.		E
<b>Technical Competencies (Experience and Knowledge)</b> 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).	<b>Essential/ Desirable</b>	<b>Level 1-3</b>
Experience of a physics laboratory or relevant similar experience.	E	2
Ability to work with minimal supervision	E	2
Understanding of relevant Health & Safety	E	2
Experience of ordering and handling chemical and biological agents	D	1
Experience of handling cryogens and gases	D	1
Experience of managing, working in a supervisory capacity, or in an organising role in a laboratory or suite of laboratories	D	2
Knowledge of stock control procedures	D	1
Willingness and aptitude to broaden skills to cover for colleagues in their specialist areas during periods of absence.	D	1
<b>Special Requirements:</b>	<b>Essential/ Desirable</b>	
Candidate must be physically fit to participate in manual handling and for access to the labs.	E	
<b>Core Competencies</b> 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.	<b>Level 1-3</b>	
Communication	2	
Adaptability / Flexibility	3	
Customer/Client service and support	2	
Planning and Organising	2	
Continuous Improvement	2	
Problem Solving and decision making Skills	2	
Managing and Developing Performance	N/A	
Creative and Analytical Thinking	2	
Influencing, Persuasion and Negotiation Skills	1	
Strategic Thinking & Leadership	N/A	
<b>Organisational/Departmental Information &amp; Key Relationships</b>		
<b>Background Information</b>		
The Faculty of Engineering and Physical Sciences is built on the core engineering disciplines of Chemical Engineering, Aeronautical Engineering, Civil Engineering, Electronic Engineering and Mechanical Engineering, together with the core scientific disciplines of Computing, Mathematics, Physics and Chemistry. Within these fields we enjoy a reputation for excellence in research and teaching.		
The post holder will be working as part of a team supporting approximately 25 academic and research staff and associated postgraduate and undergraduate students. It is a highly interdisciplinary field, and a lot of our research is conducted in collaboration with chemists, biologists, engineers, or vets. Both experimental and computational research, is carried out, as well as pure science and work with industrial collaborators.		

This commitment may include helping with Level M Individual Projects and MSc Individual Research Projects.

### **School Structure Chart**



### **Relationships**

#### **Internal**

- The post holder will assist staff and students (UG +PG) in design and manufacture of apparatus for both teaching and research.
- The post holder will communicate with other employees of the University.

#### **External**

- The post holder will liaise with external contractors and suppliers for the provision and price of services and goods.