

Post Details		Last Updated: 29/11/18	
Faculty/Administrative/Service Department:	Faculty of Engineering & Physical Sciences (FEPS) Advanced Technology Institute (ATI)		
Job Title:	Cleanroom and Laboratory Technician		
Job Family & Job Level	Technical and Experimental	Level 3	
Responsible to:	ATI Cleanroom Manager		
Responsible for:	n/a		
<u>Job Purpose Statement</u>			
<p>To provide high quality technical support for the research activities and maintain high standards in health and safety in the cleanroom and plasma laboratory at the Advanced Technology Institute (ATI) and at the cleanroom at NPL (Teddington, London). You will support in the maintenance of equipment, and maintain levels of stock and consumables in these labs as required. Specific responsibilities include assisting in the maintenance and operation of complex equipment and services used in the fabrication and testing of electronic and photonic devices; implementing, maintaining and monitoring health and safety regulations associated with these laboratories, including CoSHH requirements; user training and record keeping.</p>			
<u>Problem Solving, Accountability and Dimensions of the role</u>			
<p>The post holder will assist and apply their skills and knowledge to repair, maintain and undertake planned servicing of processing equipment under guidance. This extends to carrying out processing and measurement of samples under guidance when required. The post holder is responsible for providing this support to the cleanroom and plasma laboratory at the ATI and the cleanroom at NPL, and work with colleagues to help in the resolution of tasks. The post holder should anticipate spending typically one day per working week at the NPL site.</p> <p>During their day-to-day activities, the post holder is expected to support in maintaining good house-keeping in the labs, maintain their working areas well organised, and advise the ATI Cleanroom Manager of strategies for this, in conjunction with other users of the labs. The post holder is also expected to maintain experimental facilities, and advise on ways to enhance the user experience, and process performance, in conjunction with requirements provided by researchers, to enhance the reliability and performance of processes. The post holder will apply their experience and judgement to resolve complex problems, referring to their line manager for guidance to identify a suitable resolution. The post holder is expected to contribute to the development of techniques and methods for agreed research programmes.</p> <p>You will follow, implement, maintain and monitor health and safety regulations associated with working in all these laboratories, ensure CoSHH requirements, and follow risk assessments and highlighting issues. You will also provide some user training, and implement record keeping rules and current procedures. You are also responsible for familiarising staff and students with Health and Safety issues and the preparation of Risk/CoSHH assessments. A thorough knowledge of the hazards associated with the substances encountered in the labs working is required in order to minimise the risk of misuse and accidents involving users. The post holder is responsible for monitoring and maintaining stock levels of consumable items within the designated laboratories</p> <p>The post holder does not have any budgetary or supervisory responsibility.</p>			
<u>Background Information/Relationships</u>			
<p>The ATI is a multidisciplinary research centre with around 120 researchers. Many of these will be performing experimental work using high specification equipment and hazardous substances.</p> <p>The post holder will have contact with:</p> <ul style="list-style-type: none"> • ATI staff and students • Faculty workshops • External companies and institutions • External contractors and service engineers • Estates and Facilities Management • Central Stores 			

- Interdepartmental
- The Faculty Safety Officer.
- The University Safety Office.

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.

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

**Essential/
Desirable**

Degree, HND, NVQ 4 qualified in a relevant specialist subject

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 Families Booklet).

**Essential/
Desirable**

**Level
1-3**

Knowledge and experience of electronic or photonic device fabrication in a comparable clean room environment

E

3

Knowledge/Experience of high vacuum systems

E

3

Ability to use light mechanical machines and hand tools

E

2

Ability to fault diagnose and repair electrical systems and circuits

E

2

Ability to work independently within the framework of the requirements of the post.

E

2

Understanding of relevant CoSHH and Health and Safety legislation and issues

E

2

Knowledge/Experience of working with hazardous gases

D

2

Knowledge/Experience of Semiconductor sample handling

D

2

Special Requirements:

**Essential/
Desirable**

**Level
1-3**

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

3

Adaptability / Flexibility

2

Customer/Client service and support

2

Planning and Organising

1

Teamwork

1

Continuous Improvement

2

Problem Solving and Decision Making Skills

2

Leadership / Management

N/A

Creative and Analytical Thinking

1

Influencing, Persuasion and Negotiation Skills

2

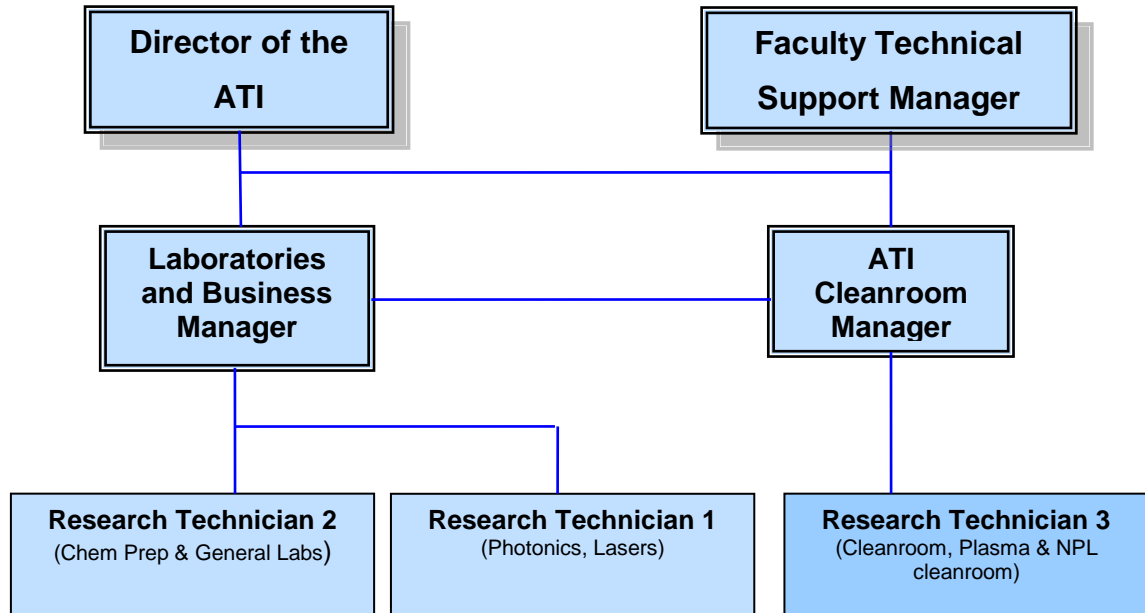
Organisational Information

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.

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.
- Excellent environmental performance is a strategic objective for the University of Surrey. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Undertake such other duties within the scope of the post as may be requested by your Manager.



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) and should be read in conjunction with the accompanying Job Purpose.

1. Work under the guidance of the ATI Cleanroom Manager in providing high quality and professional technical support to customers and users of the ATI cleanroom, plasmalab, and cleanroom at NPL.
2. Work with the ATI Cleanroom Manager to ensure that high quality service is provided to support the NPL Clean Room.
3. Regularly maintain, service and repair laboratory equipment and services.
4. Regularly assess the status of personal protective equipment (PPE) within these labs, report issues and replace as necessary.
5. Assist in the fabrication and/or testing of electronic and photonic devices for internal and external customers.
6. Assist the ATI Cleanroom Manager in ensuring installations and services are safe and in compliance with Health and Safety regulations taking a lead in maintaining day-to-day safety and security of laboratory space and equipment.
7. Help maintain documentation and records, including CoSHH forms, risk assessments and Portable Appliance Testing, and stock checking of consumables.
8. Responsible for training, or arranging training, of users on equipment in the cleanroom as required, recording trained users on the academican.com Internet-based system.
9. Support colleagues in the team to ensure all the ATI's facilities provide the best possible user experience.

N.B. The above list is not exhaustive.