

Post Details		Last Updated: 30/4/19	
Faculty/Administrative/Service Department	Faculty of Engineering and Physical Sciences / Chemical and Environmental Engineering		
Job Title	Laboratory Technician		
Job Family	Technical and Experimental	Job Level	3
Responsible to	Head of Department / Faculty Technical Services Manager		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
To provide technical support and undertake experimental procedures in the Civil and Environmental Engineering Department research laboratories in order to support research activities and undergraduate and post graduate laboratory projects.			
<u>Key Responsibilities</u> 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. Ensure that materials/equipment/apparatus in the laboratories is maintained, serviced and repaired as required 2. Manufacture experimental apparatus under supervision, and contribute to developing techniques for measurement for research and teaching. 3. Use modern software to run lab facilities and be able to operate basic electronic equipment. 4. Demonstrate and show students, research staff, academics and other technicians', equipment and techniques to be used in labs. 5. Provide support for activities in relation to Young Peoples University/Headstart events and Open and Applicant Days. 6. Monitor and maintain a safe working environment in accordance with the latest health and safety procedures in laboratories as allocated by Head of the Area Safety Forum. 7. Be responsible for maintaining levels of consumables in the laboratories for teaching and other activities <p>N.B. The above list is not exhaustive.</p>			
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. 			
<u>Elements of the Role</u>			
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.			
<u>Planning and Organising</u>			
<ul style="list-style-type: none"> • The post holder will organise and prioritise their work within an established operating environment, guided by health and safety guidelines and laboratory best practices. 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 is also expected to develop new technical skills as appropriate to the developing nature of research within the laboratory, in order that they are able 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 in order 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. 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 Civil and Environmental Engineering 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 Civil and Environmental Engineering research laboratories. The role will involve providing frontline technical support for Undergraduate projects; MSc projects; PhD and visiting students in the Department's laboratories. The post impacts the student and staff experience in terms of its provision of service and its contribution to learning.
- There are no 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

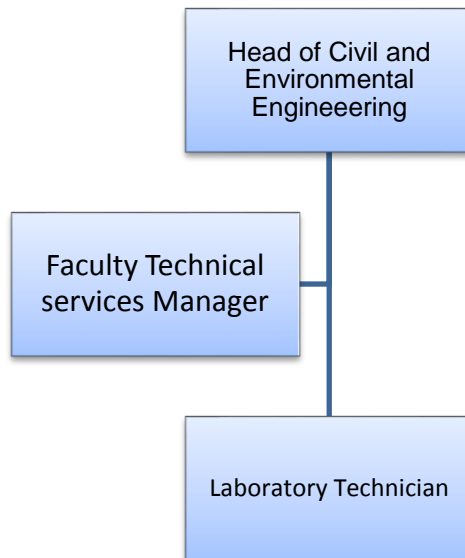
- The post holder will be a member of the appropriate area H&S Forum.

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.

Qualifications and Professional Memberships

HNC/D, degree in the relevant specialist area, plus relevant work experience or broad practical work experience in a relevant teaching, technical or scientific role.		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
Understanding of regulations and procedures (including health and safety) and the implications of non-compliance on other users.	E	2
Experience of a chemistry or microbiology laboratory, or relevant similar experience.	D	n/a
Manual handling experience	D	n/a
Experience of ordering and handling chemical and biological agents	D	n/a
Experience of Budget monitoring	D	N/A
Knowledge of stock control procedures	D	n/a
Special Requirements:	Essential/Desirable	
Candidate must be physically fit in order to participate in manual handling and for access to the labs.	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	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	
<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 style="text-align: center;">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		
Background Information		
<p>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.</p> <p>The post holder will be working as part of team supporting approximately 6 academic and research staff and associated postgraduate students. This commitment may include helping with Level 6 Individual Projects and MSc Individual Research Projects.</p>		

Department Structure Chart



Relationships

Internal

- The post holder will assist staff and students (UG +PG) in design of experiments for both final year projects 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.