

**JOB DESCRIPTION**

Analytical Support Technician, Chemistry

**Vacancy Ref:** Click here to enter text.

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| **Job Title:** Analytical Support Technician | **Present Grade:** 6 |
| **Department/College:** Chemistry |
| **Directly responsible to:** Experimental Officer – Separations and Mass Spectrometry Facility |
| **Supervisory responsibility for:** none |
| **Other contacts**  |
| **Internal:** Technical staff, Experimental Officers, academic and research staff, PG and UG students, admin staff. |
| **External:**  Suppliers, engineers, collaborating researchers |
| **Major Duties*** Assist the Experimental Officer (Separations Facility) with sample preparation and routine analysis using GC, LC MS etc equipment. Take ownership of experiments and projects as appropriate (35%)
* Assist the Experimental Officer (Separations Facility) with routine maintenance, troubleshooting, repair and servicing of analytical and laboratory equipment as required. Take ownership of projects as appropriate (30%)
* Carry out cryogen fills on the NMR equipment. (10%)
* Assist the Experimental Officer (NMR Facility) with sample preparation and routine analysis. (5%)
* Prioritise tasks according to departmental need and manage own work load as appropriate.

**Health and Safety*** Maintain a safe working environment and follow safe working procedures. Write and review safety documentation (Risk assessments, COSHH Assessments, SOPs)
* Contribute to the development of and carry out training and induction processes to instrument facilities, where appropriate. (5%)

**Other Duties*** Any other tasks as required by the Line manager, Head of Department or Departmental Superintendent and Safety Officer (15%)
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