

**JOB DESCRIPTION**

**Research Technician in Materials Chemistry**

**Vacancy Ref:** 0406-24

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| **Job Title:** Research Technician in Materials Chemistry | **Present Grade:** 5S |
| **Department/College:** Chemistry | |
| **Directly responsible to:** Dr John Hardy | |
| **Supervisory responsibility for:** N/A | |
| **Other contacts** | |
| **Internal:** Academic, research and support staff colleagues in the Department of Chemistry; colleagues across departments of the University and central administration. | |
| **External:**  Representatives of the funders; stakeholders from partner institutions; and external agencies. | |
| **Purpose of Role:**  To provide assistance with research projects in the group of Dr John Hardy within the Chemistry department and offering laboratory support.  **Main duties:**  *Research and Laboratory Support*   * Support the preparation and analysis of materials for drug delivery (including associated release studies). * Support the management of the communal chemistry research lab including the housekeeping and maintenance of a safe working environment for lab users. * Provide technical support to users of the labs. * Record and, where appropriate, undertake the first line maintenance of equipment/resources. * Assist with the sourcing of materials, chemicals and consumables, ensuring compliance with the university financial regulations. * Advise staff and students on the correct operation of lab instruments, contributing to the design of experiments and good lab practice. * Contribute to, and support changes to continually deliver an excellent student and staff experience. * Support staff and students with research activities, including the assembly and installation of equipment, and assist with related testing.   *Health and safety*   * Provide inductions, training and demonstrations of specialist techniques to ensure compliance with safety and regulatory guidelines to staff, students and external stakeholders as appropriate. * Ensure that good laboratory practices and standards of laboratory housekeeping are adhered to. * Ensure that all waste produced is disposed of in accordance with the relevant regulations, departmental and university procedures and policies.   **General duties**   * Assist with the production and maintenance of an accurate inventory of equipment, chemicals and consumables. * Undertake any other duties as required, commensurate with the grade as directed by line manager or nominated representative. * Undertake personal and professional development in accordance with the post requirements. | |