

**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.
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