 

**JOB DESCRIPTION**

Physics Teaching Laboratory Technician

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| **Job Title:** Teaching Laboratory Technician | **Present Grade: ￼**G5 |
| **Department/College: Physics** |
| **Directly responsible to: ￼** Senior Physics Teaching Technician |
| **Supervisory responsibility for: ￼**None |
| **Other contacts**  |
| **Internal:** Academic, technical and research staff, post-graduate and under-graduate students from Physics and the wider University, professional services staff, Facilities staff |
| **External: Click** Equipment manufacturers and their engineers, suppliers and contractors. Visitors to the department taking part in open days and other visit days. |
| **Purpose of role:**To work within the team of teaching technicians to provide technical support for the Physics Department practical activities at undergraduate and postgraduate level. This is predominantly based in the Physics Teaching Laboratories and provides key support for the department’s teaching activities.**Key Competencies:*****Service Delivery / Workspace Specific Duties***Under the direction of the Senior Teaching Technician prepare, set up, test and clear down equipment and instruments required for practical sessions. Provide technical support during practical sessions, including running repairs, replacement equipment, demonstrating activities, teaching support and supervision of students where appropriate. Maintain a high standard of housekeeping, including cleanliness and maintenance of the laboratory, liaising with Facilities staff / service engineers when necessary. Maintain inventories of stocks of equipment, spares and consumables including re-ordering as required.Assist Senior Teaching Technician to source materials, consumables and equipment for the teaching areas.To evaluate & test proposed new teaching equipment as required.To support the development of existing and new experiments.Identify and report equipment, building and services faults appropriately Assist with outreach and student recruitment activities where required. ***Teamwork and Motivation***Work under the supervision and direction of senior teaching technician.Work effectively as part of a team to ensure the efficient management of the teaching laboratories.***Health, Safety and Wellbeing***Understand safety protocols and work in a safe manner, adhering to safe working procedures, including safe manual handling techniques.Develop risk and COSHH assessments and safe working procedures, with support from the senior teaching technician. Ensure safe working practices are followed and any training or inductions are recorded.Ensure provision of suitable and sufficient PPE and promote good laboratory practice.Identify and report poor practice, accidents, near misses and health and safety concerns.Provide advice and support in appropriate use of waste streams and disposal of hazardous materials.***Planning and Organisation***Work independently, managing own workload, under the direction of the senior teaching technician. Assist the teaching technician team with operational planning of work activities.***Communication***Liaison with other members of the teaching technician team and academic staff involved in teaching delivery.***Other***Support other areas of the department, including research, by undertaking other duties appropriate to the grade when required by the Head of Department or their nominated representative. |