 

**JOB DESCRIPTION**

Assistant Teaching Technician, School of Engineering

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| **Job Title:** Assistant Teaching Technician | **Grade: 4s** |
| **School/College: School of Engineering** |
| **Directly responsible to:** Senior Teaching Technicians |
| **Supervisory responsibility for:** None |
| **Other contacts**  |
| **Internal:** Academic, technical and research staff, post-graduate and under-graduate students from Engineering and the wider University, professional services staff, Facilities staff. |
| **External:** Equipment manufacturers and their engineers, suppliers and contractors. Visitors to the School taking part in UG open days and other visit days. |
| **Purpose of role:**This role is part of a dedicated technical team providing essential support for the safe and effective operation of the teaching laboratories in the School of Engineering. The role holder will provide hands on technical support in the School’s teaching laboratories.The role is predominantly based in the teaching laboratories in the School, but may involve some support for academic led, taught activities elsewhere in the School. This role is offered on a full time basis for 12 months. **Key Competencies:*****Teaching Support / Workspace Specific Duties**** Under instruction, check and prepare chemicals, equipment and instruments required for practical sessions.
* Clean and prepare glassware, consumables and other instruments as required in a timely fashion.
* Following instructions, accurately and carefully prepare basic chemical and standard solutions, and calibrate instruments required for practical sessions.
* Maintain a high standard of housekeeping and adhere to good laboratory practices.

***Teamwork and Motivation**** Work collegiately with other team members, under the supervision and direction of the Senior Teaching Technicians to ensure the efficient management and smooth running of the teaching laboratories.
* Be supportive, respectful and encouraging of others.

***Health, Safety and Wellbeing**** Correctly use appropriate safety controls and PPE as required for the task.
* Understand and adhere to safety protocols.
* Follow Good Laboratory Practice.
* Highlight safety concerns to senior members of the technical team.
* Understand and use appropriate waste disposal and recycling routes.

***Planning and Organisation**** Assist Senior Teaching Technicians in maintaining appropriate stocks and records of chemicals and consumables.
* Prioritise and organise own work.

***Communication**** Understand and follow information which requires careful explanation or interpretation.
* Use appropriate methods of communication based on the individual and situation.
* Be willing and able to listen openly and with curiosity to diverse views and opinions.

***Other**** Assist with other teaching, outreach and student recruitment activities where required.
* Support other areas of the School or Faculty by undertaking other duties appropriate to the grade when required by the Head of School or their nominated representative.
* Undertake training as required to maintain up to date understanding of safe working practices.
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