

JOB DESCRIPTION
Teaching Laboratory Manager, Physics
Vacancy Ref: A1070R

Job Title: Teaching Laboratory Manager	Grade: 7P
Department/College: Physics	
Directly responsible to: Departmental Superintendent and Area Safety Officer	
Supervisory responsibility for: Teaching Laboratory Technician	
Other contacts	
Internal: Academic staff, technical and administrative staff and students. Colleagues in the University.	
External: Equipment manufacturers and suppliers, service engineers and specialist contractors.	
<p>Major Duties:</p> <ul style="list-style-type: none"> • To take ownership of the Department's undergraduate teaching laboratories, ensuring all areas are fully prepared for teaching, i.e. all equipment set out and checked for correct function prior to use. • To fulfil the role of Departmental Radiation Protection Officer. • To supervise other members of the teaching support technical team. • Undertake, where appropriate, the first line maintenance of equipment/resources. • Liaise with suppliers and contractors on the servicing, repair and testing of lab equipment. • Maintain an inventory of equipment & spares for teaching areas, with rolling programme for replacement. • To maintain the store for teaching equipment to enable efficient changeover of experiments. • Maintain up to date records of maintenance and testing of teaching equipment. • Assist with the sourcing of materials, consumables and equipment for the teaching areas. • To evaluate & test proposed new teaching equipment. • To support academic staff in developing new and enhancing existing experiments. <p>Health & Safety</p> <ul style="list-style-type: none"> • To ensure compliance with all relevant aspects of health & safety whilst undertaking duties. • To ensure all Lab users comply with all relevant aspects of health & safety. • Liaise with the University Radiation Safety Officer to ensure compliance with legislation & local policy. • To undertake regular refresher training relating areas of work and specifically to radiation protection. • To develop lab procedures and ensure users are trained in those procedures. • To ensure that allocated areas are kept in good order and safety devices are in place and operational. • To ensure all waste produced is disposed of in accordance with Departmental and University procedures. <p>General duties</p> <ul style="list-style-type: none"> • To assist with the raising of purchase orders, ensuring compliance with University financial regulations. • To work co-operatively with the other members of the team in support of team, department and faculty objectives. • To undertake any other duties as required, commensurate with the grade or below as directed by the Department Superintendent or Head of Department. • To be a member of and contribute to relevant departmental committees & meetings. • To undertake personal & professional development in accordance with post requirements. • To support the departments outreach activities with school, colleges and prospective students. 	