

JOB DESCRIPTION
Chemical Engineering Technician
Vacancy Ref: N1367

Job Title: Technician	Present Grade: 5
Department/College: Engineering	
Directly responsible to: Laboratory Superintendent	
Supervisory responsibility for: N/A	
Other contacts	
Internal: Other academic, technical and research staff in the Engineering Department as appropriate, in particular grade 6 and 5 technicians.	
External: Contractors, suppliers, customers and other university personnel	
Major Duties:	
Main duties. Based within the chemical engineering labs.	
<ul style="list-style-type: none"> • To support the management of the Chemical engineering teaching lab including the housekeeping and maintenance of a safe working environment for lab users • To provide technical support to users of other Chemical engineering labs. • To record and, where appropriate, undertake the first line maintenance of equipment/resources. • To provide technical assistance to academics and students in teaching labs. • To assist with the sourcing of materials, chemicals and consumables. • To advise staff and students on the correct operation of lab instruments, the design of experiments and good lab practice. 	
Health and safety.	
<ul style="list-style-type: none"> • To ensure compliance with all relevant aspects of health and safety regulations and university policies whilst undertaking duties. • To ensure that the Chemical laboratory users comply with relevant aspects of health & safety requirements and guidelines. • To support the development of Chemical laboratory procedures and ensure users are trained in those procedures. • To ensure that the Chemical laboratories and other areas that are assigned from time to time are kept in good order and safety devices are in place and operational. • To ensure that all waste produced is disposed of in accordance with the relevant regulations and departmental and university procedures and policies. 	
Research	
<ul style="list-style-type: none"> • To support department staff and students with research activities, including the assembly and installation of equipment, and to assist with related testing. 	
Teaching	
<ul style="list-style-type: none"> • To support the staff in the Department principally through preparation of materials for practical activities and by technical support of practical classes. 	
Consultancy and outreach	
<ul style="list-style-type: none"> • To support departmental consultancy activities. • To assist with testing requirements. • To support the department's outreach activities with schools, colleges and prospective students. 	
General duties	
<ul style="list-style-type: none"> • To assist with the raising of purchase orders, ensuring compliance with the university financial regulations. • To assist with the production and maintenance of an accurate inventory of equipment, 	

chemicals and consumables.

- To assist with the raising of purchase orders, ensuring compliance with University financial regulations.
- To work co-operatively with the other members of the technician 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 undertake personal and professional development in accordance with the post requirements.