**Job Title:** Analytical Support Technician  
**Present Grade:** G5S

<table>
<thead>
<tr>
<th><strong>Department/College</strong></th>
<th>Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Directly responsible to:</strong></td>
<td>Departmental Superintendent and Safety Officer</td>
</tr>
<tr>
<td><strong>Supervisory responsibility for:</strong></td>
<td>none</td>
</tr>
</tbody>
</table>

**Other contacts**

**Internal:** Technical staff, Experimental Officers, academic and research staff, PG and UG students, admin staff.

**External:** Suppliers, engineers, collaborating researchers

**Major Duties:**

- Assist Experimental Officers, in particular Separations and NMR Experimental Officers, with routine maintenance and analysis tasks, including carrying out NMR cryogen fills.
- Under the direction of the Experimental Officer undertake routine maintenance, troubleshooting, repair and servicing of analytical and laboratory equipment as required.
- Maintain a safe working environment, write and review safety documentation (Risk assessments, COSSH Assessments, SOPs)
- Assist with training and induction processes where appropriate
- Assist with lab safety inspections.
- Any other tasks as required by the Chemistry Department Superintendent and Safety Officer, for example
  - Provide occasional routine technical support to cTAP companies and occupants.
  - Manage gas supply manifolds and provision of compressed gas cylinders.
  - Undertake basic statutory testing of departmental equipment as required
  - Maintain supply of and distribute PPE and lab consumables.
  - Assist with hazardous waste collections