

**JOB DESCRIPTION**

 Senior Teaching Technician, LEC

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| **Job Title:** Senior Teaching Technician | **Present Grade:** 6P |
| **Department/College:** LEC |
| **Directly responsible to:** Head of LEC Technical Services |
| **Supervisory responsibility for:** Apprentice and Assistant Teaching Technicians |
| **Other contacts**  |
| **Internal:** LEC Technical and Administrative staff, Postgraduate and Undergraduate Students, Research Staff and Academic staff. University Services and Facilities including central timetabling, Safety Office. |
| **External:**  Staff and students in other departments and institutions external to the University. Chemical suppliers, equipment manufacturers and suppliers and their engineers, visitors to the department participating in applicant visit days and open days. |
| **Purpose of role:**Provide technical support for LEC’s teaching at undergraduate and postgraduate level and manage the day-to-day operational aspects needed for efficient running of the LEC teaching laboratories. Apply detailed and refined technical skills to support practical sessions and develop a thorough understanding of the needs of LEC’s practical taught modules. Duties include:**Major Duties:***Teaching Support** Develop in-depth knowledge of the breadth of LEC’s practical teaching
* Act as a first point of contact for queries relating to technical services in the teaching laboratories.
* Liaise with staff to ensure efficient and effective timetabling of use of the teaching laboratories.
* Develop and test laboratory practical methodologies and protocols.
* Provide teaching support during practical sessions; train students in experimental techniques and explain underlying principles.
* Provide training to and assist with supervision of students using the laboratories for dissertations.
* Prepare and analyse environmental samples were appropriate.
* Ensure timely provision of all equipment, chemicals, and essential services for teaching sessions.

*Teamwork and Supervision** Work largely independently to manage workload and demands.
* Coordinate and supervise the work of the apprentice teaching technician.

*Health and Safety** Ensure provision of suitable PPE and enforce its use.
* Oversee safe working practice in the laboratory by developing and enforcing Good Laboratory Practices.
* Raise specific laboratory related safety issues with the LEC Safety committee.
* Manage waste streams and disposal of hazardous materials.
* Carry out COSHH and risk assessments as necessary and disseminate information appropriately.
* Maintain accurate inventories of consumables, chemical, and equipment.

*Workspace Maintenance** Arrange servicing, calibration, troubleshooting and repair of laboratory equipment (e.g. spectrophotometers and AAS).
* Maintain inventory and stocks, including anticipating sourcing & procurement of chemicals, consumables, and equipment.
* Organise necessary infrastructure repairs and upgrades in liaison with Facilities.
* Maintain and ensure a high standard of housekeeping.
* Keep records of spending on LEC teaching practicals and UG and PG dissertation projects.

**Other Duties:*** Assist with other teaching, outreach and student recruitment activities where required. These may require some out of hours working.
* Manage time effectively in carrying out the diversity of duties listed above.
* Undertake training as required and maintain a comprehensive and up-to-date understanding of the safe and effective use of the facilities and equipment.
* Undertake any other duties appropriate to the grade of the post as required by the Head of Department or their nominated representative.
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