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**JOB DESCRIPTION**

**Environmental Chemistry Technician (0.5 FTE)**

**Ref:**

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| **Job Title:** Environmental Chemistry Technician | **Grade:** 5S/6S |
| **Department/College:** LEC | |
| **Directly responsible to:** Senior Environmental Chemistry Technician | |
| **Supervisory responsibility for:** None | |
| **Other contacts**  **Internal:** LEC Technical and Administrative staff, Postgraduate and Undergraduate Students, Research and Academic staff. University Services and Facilities including Safety Office.  **External:** Staff and students in other departments and institutions external to the University. Chemical suppliers, equipment manufacturers and suppliers and their engineers, staff and student visitors, staff from resident companies, colleagues in CEH. | |
| **Purpose of role**  To provide guidance and training in the safe use of laboratories, equipment and resources related to the activities of the Environmental Chemistry research group. The role is primarily focused on support for research activities but will include the training, and oversight, of undergraduate and postgraduate taught students using specific analytical techniques in environmental organic chemistry and biochemistry.  **Major Duties:**  *Research and Laboratory Support*   * Deliver safety inductions appropriate to the Environmental Chemistry laboratory facilities. * Arrange, and perform where appropriate, maintenance, calibration and repair of equipment and instruments. * Oversee equipment booking systems. * Maintain inventory and stocks of chemicals, consumables, and equipment. * Train staff and students in the use of HPLC and GC-FID instrumentation and associated techniciques and ensure they are used effectively and safely. * Support and advise users depending on their analytical needs.   *Teamwork and Supervision*   * Work largely independently to manage workload and demands, with oversight by the Senior Environmental Chemistry Technician. * Assist and support other technical staff in LEC where appropriate.   *Health and Safety*   * Ensure provision of suitable PPE and enforce its use. * Ensure safe working practices in the laboratories and facilities are adhered to. * Ensure understanding of and correct disposal for hazardous materials. * Carry out COSHH (Control of Substances Hazardous to Health) and risk assessments as necessary and disseminate information appropriately. * Identify and report building and service faults appropriately.   **Other Duties:**   * Undertake any other duties appropriate to the grade of the post as required by the Head of Department or their nominated representative. | |