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**Faculty of Science**

**School of Earth and Environmental Sciences**

**Technician (Soil)**

**ZZ003629**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £18,940 - £21,220 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Faculty Technician |
| **Grade:** | 3 |
| **Faculty/Centre:** | Science |
| **Department/Service:**  **Location:** | School of Earth and Environmental Sciences (SEES)  Burnaby Building |
| **Position Reference No:** | ZZ003629 |
| **Cost Centre:** | 44054 |
| **Responsible to:** | Technical Manager |
| **Responsible for:** | N/A |
| **Effective date of job description:** | July 2017 |

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| **Context:** |
| The School of Earth and Environmental Sciences based in Burnaby Building provides undergraduate and postgraduate courses in Geology, Engineering Geology, Geotechnics, Environmental Sciences and Applied Physics. |

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| **Purpose of Job:** |
| As a member of the Faculty of Science technical team the post holder will provide day to day operational support to the technical services provision within SEES supporting teaching, research and commercial activities. Provide assistance with the maintenance of equipment and materials in accordance with relevant legislation and University Policies.  The post holder will provide undergraduate and post-graduate technical support to the School of Earth & Environmental Sciences (SEES) and to the School of Civil Engineering and Surveying (SCES) in a soil geotechnics context. |

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| **Key Responsibilities:** |
| **Core Duties of a Technician:**   1. To prepare and maintain equipment and materials used in practical classes and student projects, and the environments in which they are used at all times ensuring that appropriate safety precautions are applied. 2. Assisting academic staff with the development and testing of experiments used within practical classes and student projects. 3. Apply technical knowledge in support of teaching, student projects and research/KT activity. 4. To assist with the preparation of teaching materials using computer packages, including the Internet. 5. Responsible for the maintenance and control of the Soil Mechanics (Geotechnics) laboratory under the supervision of the Senior Technician. 6. Undertake routine administration in support of the above including the production of in house publications. 7. Carry out basic maintenance testing of equipment and materials within the School. This includes routine electrical testing of portable electrical appliances and audio visual aid equipment. 8. Ensure that the teaching and research areas are kept clean and tidy including Inventory of records of equipment and materials. 9. Assist with Preview and Open days and other associated marketing events providing information to students   **Additional expectations of the role holder:**   1. To communicate with team members and liaise and network with relevant others, to ensure effective working relations 2. To solve basic problems that occur applying knowledge of subject area 3. Provide information to relevant stakeholders with regards to equipment and material loans 4. To participate in performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims 5. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management 6. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances 7. Any other duties as required by the Technical Manager |

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| **Working Relationships:** |
| 1. Technical Manager 2. SEES technical team members 3. School Administration Team 4. Academic & Research Staff (SEES and SCES) 5. Health and Safety Department 6. Estates Department 7. Suppliers of materials/equipment |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Working knowledge of basic science within a laboratory environment | E | AF, S |
|  | Knowledge of Microsoft Office computer package | E | AF, S |
|  | Knowledge of Health and Safety in the workplace | D | AF, S |
|  | Previous experience of working with students | D | AF, S |
|  | Previous experience of testing electrical equipment | D | AF, S |
|  | Good working knowledge of geology and / or soil geotechnics | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Able to organise own work and set priorities | E | AF, S |
|  | Ability to solve basic problems when they occur | E | AF, S |
|  | Ability to deal with staff and student requests effectively | E | AF, S |
|  | Good communication and interpersonal skills | E | AF, S |
|  | Basic science/laboratory skills | E | AF, S |
|  | Experience of working in Geotechnics laboratories | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | 5 x GCSE’s including English and Maths and Science  (or equivalent experience) | E | AF, S |
|  | A Level or AS Level (or equivalent experience) in a relevant subject (Geology or Earth Science) | D | AF, S |
|  | A geology / geotechnics qualification | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Committed to providing a high quality service to students and staff | E | AF, S |
|  | Ability to work as part of a team | E | AF, S |
|  | Ability to understand and work to deadlines | E | AF, S |
|  | Reliable, conscientious and flexible | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) | √ |
| 1. Manual Handling (of loads/people) | √ | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working) | √ | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Stress | |
| 12. Food handling | | 24. Other (please specify)  Post holder will work in a Science laboratory environment. All responsibilities and duties will comply with H & S and COSHH regulations | |

**Line Manager/Supervisor to sign below:**

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| **Signed** | J Coyne |
| **Name (block capitals)** | JAMES COYNE (Technical Manager) |
| **Date** | 18/07/2017 |
| **Extension number** | 2250 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.