Assistant Technician, Teaching Laboratory
Department of Chemistry

Closing date: 17 July 2019
Interview date: week commencing 5 August 2019 (TBC)
Vacancy reference: 7793
INTRODUCTION

The Department of Chemistry is looking for a Teaching Laboratories Assistant, to provide day-to-day assistance in the running of a busy undergraduate teaching laboratory. The post has been created to allow a current member of staff to reduce their hours whilst still maintaining operational cover for the role. The new post holder will work afternoons, from 1400 on Mondays, Tuesdays, Thursdays and Fridays, with flexibility regarding finishing time, depending on activities within the laboratories. The remaining hours (approximately 3) will be worked on Wednesdays, either AM or PM. The post is term time only:

Autumn term: 2nd September 2019 – 6th December 2019
Summer term: Tuesday 14th April 2020 – 19th June 2020

The post holder will be expected to work under the direction of the teaching labs management team to ensure the safe and efficient running of classes within the laboratory and to ensure that all equipment and solutions are prepared and put away as required. Knowledge of general laboratory procedures, ability to perform some practical tasks and experience of working in a scientific environment are essential for the post, although specific training will be provided.

The Department of Chemistry is one of the UK’s leading Chemistry departments and we are renowned internationally for our research. This is combined with a commitment to teaching and outstanding student satisfaction, and we have been recognised consistently for our family-friendly policies and are proud of our Athena SWAN Gold Award: https://www.york.ac.uk/chemistry/

As a Department we strive to provide a working environment which allows all staff and students to contribute fully, to flourish, and to excel. We aim to ensure that there is a supportive and egalitarian culture at all levels and across all staff groups. We promote good practice and a strong culture of equality in higher education. Further information can be found within this brief and on our website: www.york.ac.uk/chemistry/
## JOB DESCRIPTION

<table>
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<th>At a glance</th>
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<tr>
<td><strong>Salary</strong></td>
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<tr>
<td>£18,688—£22,017 a year / Grade 3</td>
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<tr>
<td>(Pro-rata for part time working)</td>
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<tr>
<td><strong>Hours of work</strong></td>
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<tr>
<td>Part-time / 17 hours a week</td>
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<tr>
<td>(afternoons Monday, Tuesday, Thursday &amp; Friday</td>
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<td>plus Wednesday AM or PM)</td>
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<tr>
<td><strong>Contract type</strong></td>
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<tr>
<td>Fixed Term / 12 months</td>
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<tr>
<td>(Term time only)</td>
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<tr>
<td><strong>Based at</strong></td>
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<td>Heslington Campus West</td>
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### Main purpose of the role

With guidance, to work on routine tasks within established guidelines which assist in the provision of technical and scientific support.

To be a member of a team of technicians responsible for organising and supporting delivery of practical classes in the Chemistry Teaching Laboratories. This will require the role-holder to provide general and flexible support, in particular in the set-up and clean down of the laboratory, as directed by the wider team.

### Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Carry out routine tasks to established guidelines, to support practical classes in the Teaching Laboratories.
- Seek advice and direction of more senior staff, to achieve outcomes in non-standard situations.
- Operate basic scientific equipment, e.g. analytical balances, melting point apparatus, specialist laboratory glassware washing equipment
- Apply knowledge to solve routine problems and use initiative
- Assist users, in the work area, with the preparation of glassware, equipment and the supply of chemicals and consumables for scheduled activities.
- Maintain a clean and safe working environment including advising on the correct disposal of waste.
- Understand, promote and apply COSHH/risk assessment and departmental safety guidelines, ensuring procedures are followed at all times.
- Maintain accurate records of work undertaken, using appropriate IT software, e.g. Microsoft Office applications.

Assistant with general administrative tasks associated with the operation of the work and communal areas.

Assistant with purchasing including ordering, collection and distribution of goods.

Work effectively with others and assist with induction of students and staff to the work area.

To contribute to and support change in the work area.

To actively demonstrate a commitment to professional development by continuing to advance knowledge, understanding and competencies.
## PERSON SPECIFICATION

<table>
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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A minimum of two A levels in STEM subjects, including Chemistry, HNC or equivalent scientific experience</td>
<td>Essential</td>
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<tr>
<td>RSciTech/EngTech or willingness to work towards these or appropriate professional qualifications</td>
<td>Desirable</td>
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### Knowledge

- Knowledge of basic safety regulations and procedures, for example COSHH
- Awareness and understanding of basic chemistry and general scientific procedures

### Skills, abilities and competencies

- Ability to perform routine practical tasks with attention to detail
- Able to work to deadlines
- IT skills including Google Apps, Microsoft Office applications
- Ability to operate standard laboratory equipment, e.g. analytical balances
- Preparation of accurate, clear and concise documentation
- Ability to work under supervision and as part of a team

### Experience

- Practical experience gained within a relevant environment
- Experience with the practical application of analytical instrumentation; GC, HPLC, UV-Vis and IR spectroscopy

### Personal attributes

- Actively demonstrate a commitment to professional development by continuing to advance knowledge, understanding and competencies
- Dependable, reliable and self-motivated
- Good interpersonal skills and the ability to communicate effectively with staff and students
- Maintain a positive, open attitude toward others, to value and support colleagues, to adapt to change quickly and easily and demonstrate personal resilience
TEACHING LABORATORIES

Core to Departmental teaching is provision of practical laboratory teaching classes to support and bring alive the lecture material: this is provided to all three/four years of the course, with the majority of years one to three being through the Teaching Laboratories. Day to day support for the management team of technicians in the Teaching Laboratories is required. This position would complement and support the skills and expertise of existing staff within the Teaching Laboratories and the wider Department.

The Teaching Laboratories are located in a two-storey building, shared with the Green Chemistry Centre of Excellence. On the ground floor, state-of-the-art laboratories provide outstanding professional-standard training facilities for the scientists of tomorrow. The laboratories are equipped with a wide range of analytical instruments. These comprise state-of-the-art infrared spectrometers, dual-beam scanning UV-VIS spectrometers, single-beam and fixed wavelength UV-VIS spectrometers, spectrofluorophotometers and a 300 MHz NMR spectrometer. In addition, there are several HPLCs, GCs and a GC-MS instrument. These instruments enable students to experience hands-on use of a diverse range of analytical techniques. All members of the technical support team are involved in helping to deliver support for these activities.

DEPARTMENT OF CHEMISTRY

The Department of Chemistry is one of the largest and most successful academic departments at York. The Department was placed in the top ten UK universities for Research Power by the 2014 Research Excellence Framework exercise (REF). Amongst our academic staff we have six Fellows of the Royal Society, a Fellow of the Royal Academy of Engineering and many national and international prize winners, contributing to a dynamic and thriving department. The excellence of Chemistry at York was recognised by the outstanding 3rd place in the 2019 Times University League Table guides and 4th place in the 2020 Complete University Guide and Guardian League Table.

STAFF, BUILDINGS AND RESEARCH

The Department has nearly 60 academic staff (including teaching-only staff), more than 600 undergraduate students, approximately 160 graduate students (mainly studying for PhDs) and over 80 research associates and fellows. It has a group of coherent laboratories, recently extended and modernised, which provide an excellent environment for both teaching and research; £35M has been spent on new buildings and equipment in the last seven years.

The University has recently invested heavily in Chemistry. The Dorothy Hodgkin Building was completed in two phases. The first, housing Analytical Science and Synthetic Chemistry, opened in 2005, while the second phase housing catalytic, materials and synthetic chemistry was completed in 2012. The department is exceptionally well equipped for NMR spectroscopy and departmental instruments are housed in a
THE DEPARTMENT

purpose-built building opened in 2006, while the Wellcome-Wolfson-funded Centre for Hyperpolarisation in Magnetic Resonance (CHyM) was completed in October 2012. The Wolfson Atmospheric Chemistry Laboratories were opened in 2013 and have recently been extended (2018). A two-storey building housing new teaching and research laboratories (to house Green Chemistry) and offices was completed in March 2014. The department has recently secured funding from the Wellcome Trust, the Wolfson Foundation, a generous alumnus and the university to acquire a 200 kV cryo-electron microscope and a building in which to house it. Construction and installation are expected in 2019-20.

Staff in the Department of Chemistry undertake research in a wide range of fields and there are particular strengths in analytical and archaeological science, atmospheric chemistry, chemical and structural biology, green chemistry, materials chemistry, metalloproteins, organometallic and catalytic chemistry, synthetic organic chemistry and time-resolved spectroscopy.

We have over 30 administrative staff (including those funded externally), as well as over 50 technical staff who provide in-laboratory support to teaching and research activities, as well as providing analytical services (e.g. nuclear magnetic resonance, mass spectrometry, chromatography, X-ray diffraction and elemental microanalysis) and deliver in-house mechanical, glass and electronics workshops services.

Undergraduate teaching

The degree programmes within the Department of Chemistry at the University of York are recognised nationally and internationally for the quality of their student experience, novel teaching methods and final outcomes. The undergraduate courses, which typically attract over 1200 applications for the ca 180 places, have a flexible modular structure with opportunities for specialisation in environmental, industrial and medicinal chemistry. There are three-year (BSc) and four-year (MChem) courses with opportunities for students to spend a year at one of a number of overseas universities or in industry.

Students rated the Department with an overall satisfaction rating of 97% in the National Student Survey.

Central to York’s teaching is the College system. All Chemistry students belong to one of the eight Teaching Colleges, which contain a number of tutors from different disciplines, one of whom is also the student's pastoral supervisor. The College system provides the majority of the Department’s learning support through either tutorials (5 students per session) or workshops (whole College group, maximum 25 students). The core undergraduate Chemistry programme is delivered through lecture courses comprising between 5 and 9 lectures and while some core modules are themed, they are intended to be interdisciplinary and are not delivered as traditional sub-disciplines.
THE DEPARTMENT

Equality and diversity

The Gold Award from Athena SWAN for promoting women in science was won by the Department of Chemistry in 2007 (this was the first Gold Award made in this scheme), renewed in 2010 and 2015 with a new style Gold Award achieved in 2019. The Athena SWAN Charter recognises advancement of gender equality: representation, progression and success for all.

York is a founding signatory of the Technician Commitment, which aims to ensure visibility, recognition, career development and sustainability for technicians working in higher education and research, across all disciplines. Chemistry is fully engaged with delivering York’s commitment, and as such actively promotes networking (often through TechYork), career development opportunities and CPD activities for technicians.

The case studies on our Equality and Diversity website illustrate the variety of working arrangements of staff which are supported by the Department.

The Department of Chemistry operates a set of family-friendly practices. Staff working patterns are flexible and a formal Flexitime system is also in operation. The Department has developed a maternity and paternity leave procedure to help provide support for staff and the University has a nursery.

The Department provides support for all categories of staff in their applications for promotion, role reviews, awards, prizes and rewarding excellence nominations. Staff are encouraged to attend training events and take up opportunities for professional development including those offered by the award-winning University People and Organisational Development Team. The Department strives to address diversity inequalities to ensure that there is a culture that supports equality and encourages better representation throughout the Department. Support for all staff at all stages of their career is recognised as being extremely important and individuals are allocated a specific mentor to help support them in future career development. Social events are also held regularly for members of staff.

Opportunities for employment for partners exist across the University, Science City York or within the City of York. The Department recognises that employment for partners can be an issue for new employees and will be understanding if you raise this and will do its best to help.

The Department is committed to establishing a culture of environmental good practice and all staff are asked to go about their duties in a resource efficient way and minimise impacts to the environment wherever possible.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hood’s Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7793
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 17 July 2019

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to:

Helen Burrell
(helen.burrell@york.ac.uk), or

Phil Helliwell
(phil.helliwell@york.ac.uk)

If you have any questions about your application, contact the HR Services team: