

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

FACULTY OF SCIENCE & ENGINEERING

FACULTY OFFICE SCIENCE & ENGINEERING

FSE TECHNICAL SERVICES

SENIOR TECHNICIAN (CHEMICAL ENGINEERING)

VACANCY REF: SAE-022670

Salary:	Grade 5 £30,487 to £34,980 per annum, depending on relevant experience
Hours:	35 hours per week
Duration:	Permanent
Location:	Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

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Introduction

The University of Manchester (www.manchester.ac.uk) is one of the largest single-site universities in the UK, with one of the biggest student communities. In total, 25 Nobel Prize winners have worked or studied here and 83% of our research was ranked as 'world-leading' or 'internationally excellent' by the Research Excellence Framework in 2014. Furthermore more than nine out of ten of our recent graduates go straight into employment or continued studies. The Faculty of Science and Engineering (FSE) comprises two multi-discipline Schools; the School of Engineering and the School of Natural Sciences, each led by a Head of School and Head of School Operations. The School of Engineering is made up of four academic departments and the School of Natural Sciences is made up of five academic departments. For more information please visit <https://www.se.manchester.ac.uk/>.

Overall Purpose of the Job

We are seeking an enthusiastic and proactive senior technician to join our dynamic Faculty Technical Operations team, which strives to provide a sector leading technical support for our students and staff. The purpose of this role is:

- Work in the Pilot Hall Facility of the Department of Chemical Engineering and provide high quality support for research to the associated research groups and other

colleagues.

- Support the research Project Manager in the management, planning and maintenance of the equipment, processes and ancillary systems.
- Be responsible for the setup and running of large scale equipment, including maintenance checks and troubleshooting.
- To support staff and students working on projects including industrial R&D projects and where necessary, report information and data to relevant personnel.
- When necessary deputise for other members of Pilot Hall staff when required.

MAIN DUTIES AND RESPONSIBILITIES

Equipment & Operations

- Setup and operate a range of pilot scale equipment and processes including low pressure flash distillation, absorption columns, froth flotation, mixing and high shear processing.
- Assist in the development of large-scale projects including preparation of SOPs, creating and maintaining schedules of work and where appropriate, involvement with other teams across the faculty.
- Organising and where appropriate carrying out the maintenance and servicing of large-scale equipment. To record findings and report faults to relevant personnel.
- Assisting the technical teaching team with practical laboratory classes as required.
- Liaise with Pilot Hall and laboratory users with respect to stock control and disposal within the James Chadwick chemical compound, ensuring records are kept up to date.
- Contribute to and influence the development and review of procedures and process based on your own knowledge and experience.
- Independently plan and prioritise your own day-to-day tasks and how they are done based on your own knowledge and experience.
- Induct and train staff, students and visitors to safely carry out processes and procedures using basic to more specialist and complex scientific/engineering equipment and techniques.
- Fault find, troubleshoot and solve more complex equipment issues using your own advanced knowledge, experience and initiative.
- Carry out routine inspections, maintenance and servicing of equipment within FSE to ensure failures and breakdowns have very limited impact.
- Liaise directly with technical and academic colleagues, external companies and vendors/contractors to resolve problems in a timely fashion.
- Develop strong and effective working relationships with key University stakeholders in order to positively influence successful outcomes e.g., FSE and University Estates, H&S, equipment suppliers and engineers.
- Ensure the delivery of an excellence service.
- Plan resource requirements in advance, including maintaining appropriate equipment and consumable levels, procurement of goods, liaising with colleagues, etc.
- Be responsive, agile and flexible based on service need across FSE i.e. learn new techniques, support other areas in the Faculty should the need arise, on occasions perform additional duties outside the scope of your role but commensurate with grade.
- Take day-to-day responsibility for the smooth and uninterrupted operation of research technical support and service provision activities.

- Champion a culture of continuous improvement, collaboration, consistency and innovation; and engage constructively with change initiatives.
- Be an active and enthusiastic member of the FSE Technical Operations community.

Governance & Compliance

- Implement, comply with and monitor all relevant health and safety requirements in the workplace in order for the University to meet its legislative requirements and duty of care to all staff, students and visitors.
- Thoroughly understand all H&S requirements, policies and procedures. Develop and set standards in liaison with School Safety Advisors.
- Act in accordance with and promote university policies, procedures and requirements at all times, in particular those relating to health and safety; procurement; finance; equality, diversity and inclusion; and information governance.
- Maintain a strong awareness of the Faculty's strategy to deliver world-class research and teaching performance as well as an understanding of how your area of work directly supports the vision and goals of the University.
- Make a difference to the life and future of our region by embedding the University's social responsibility goals within the day to day operations.
- Maintain a commitment to equality, diversity and inclusion.

PERSON SPECIFICATION

Qualifications

- A qualification in a science or engineering related subject area e.g. degree, HND, HNC, or work experience in a relevant technical, engineering or scientific role.

Essential

- A breadth of knowledge in a range of chemical engineering associated equipment.
- Ability to plan, organise and undertake a varied workload with multiple and competing priorities, without detailed supervision.
- Have a broad range of experience from working in a technical, or technical related role.
- The ability to supervise, mentor and motivate.
- A flexible and agile approach to working in a multi-disciplined environment.
- Professionalism and confidentiality.
- Experience of working in a team environment within a large organisation, supporting colleagues and freely sharing knowledge and expertise for the benefit of the wider team.
- An ability to communicate effectively with staff at all levels from across the University.
- Excellent IT skills e.g. Microsoft Office, Excel, PowerPoint, etc. Excellent oral and written communication skills.
- Excellent customer service ethos.
- Excellent time management skills.
- Excellent numeracy, analytical, problem solving skills and the ability to identify problems and resolve issues effectively.
- Excellent organisational skills with the ability to manage a large workload and prioritise tasks in order to meet deadlines.
- Excellent knowledge, understanding and experience of implementing and applying relevant health and safety requirements in a science and engineering environment (e.g. risk assessments, operating procedures, COSHH assessments).

- A strong commitment to ongoing personal training and continued professional development (CPD) with a strong interest in acquiring new skills and competencies.
- A commitment to the University's core values and to the provision of the best possible support to our students, staff and customers.

Desirable

- Experience of using Siemens PCS7
- Knowledge or training in relation to HAZOP procedures
- A formal H&S qualification e.g. IOSH certificate in Managing Safely
- Knowledge of teaching and research operations gained from within a Higher Education setting.
- Line management / supervisory experience.

Expectations and Success Factors

- To be a proactive team member and treat all colleagues and students with respect in accordance with well-established PS Behaviours.
- To be willing to work across organisational boundaries.
- To seek new knowledge and share ideas.
- To be open and responsive to change and innovation.

In-line with the University's terms and conditions, you will be expected to work such hours as are necessary for the proper discharge of your duties and responsibilities, with a notional minimum 35 hours per week through Monday to Friday. There may be occasions when some non-core hours work could be required, however the University operates arrangements to recognise out of hours working and to ensure an appropriate balance between working and non-working time.