

Job Title: Senior Technician

Unit/School: Cardiff School of Sport and Health Sciences

Grade: 4A/B

HERA: CSHS63

Core purpose of role

To provide technical support for the school's learning & teaching activities and research facilities.

To support aspects of research and innovation activity as required and to provide data, specialist knowledge and advice when requested.

The Senior Technician will be based in the school's biochemistry and food chemistry laboratories.

Key responsibilities and contributions

The Senior Technician will undertake some or all the following duties, carried out in liaison with the Programme Director / Academic staff / line manager or other identified members of staff as appropriate:

- Provide technical support for biochemistry and food chemistry themed practical classes, including the preparation of solutions and materials, re-stocking of consumables, setting up and clearing laboratories, waste handling, ensuring that laboratory equipment is functioning and carrying out routine maintenance.
- Liaise with academic leads on the practical class scheduling and content and support validation and preparatory tests on methods as and when required.
- To introduce, explain and provide on-going advice and support training in the use of laboratory equipment to members of staff, students and visitors.
- To assist the Laboratory Manager with the completion and review of COSHH and other risk assessments and to monitor that Health & Safety guidelines are adhered to all times by all laboratory users.
- To assist the Laboratory Manager in the preparation and maintenance of detailed Standard and Equipment Operating Procedures and the routine maintenance of equipment.
- To contribute to the routine statutory monthly checks of equipment in the teaching laboratories.
- To participate in School Technical Support Unit meetings.
- To work flexibly with other technical staff to ensure the smooth running of the teaching laboratories. To undertake some or all of the following roles; first aider/mental health first aider; fire warden and Evac+Chair operator.
- As required to take part in the School Standby and On-Call Protocol. These arrangements cover all University sites.



Person specification

Essential qualifications / Professional memberships

- Higher National Diploma or First Degree in an appropriate discipline (e.g. Biomedical Science, Biochemistry, Biological Sciences, Food Science, Food Chemistry) or similar discipline or equivalent.

Essential experience, knowledge and skills

1. Working knowledge of relevant laboratory health and safety requirements.
2. Ability to plan, prioritise and organise own work, including experimental protocols and resources to achieve agreed objectives.
3. Understanding in the operation and maintenance of general laboratory equipment.
4. Ability to work as part of a team, showing a flexible approach to delivering team results.
5. Ability to communicate effectively with people at all levels in the organisation.
6. Proficient in the use of computers, including word processing, scientific graphs and spreadsheets.
7. Ability to solve standard mathematical problems.
8. Excellent record keeping skills, including the ability to maintain accurate laboratory notes and inventories.
9. Ability to work on own initiative.
10. Appreciation of the importance of confidentiality.
11. Commitment to Equity, Diversity & Inclusion, Health & Safety and Quality Standards.
12. Clear commitment and interest in technical work with a desire to share knowledge and motivate students.

Desirable experience, knowledge and skills

1. Theory and practice of operating specialist laboratory equipment.
2. Experience of working in an educational setting.
3. Commitment to Continuous Professional Development.
4. Experience of procurement in education.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.