

Job Summary

Job Title: NMR and Laboratory Technician

Grade: 7

Salary: £33,518 to £38,833 per annum

Department: Chemistry

Contract: Full time, permanent

Job Reference: SEN00938

Role Purpose:

To take responsibility for the provision of the NMR service in the Department of Chemistry with respect to research and teaching activities. The post holder will ensure the service complies, conforms and contributes to the stated aims of the department and the university strategic plan.

To act as a senior experimental officer in the research laboratories of the Department of Chemistry

Principal Responsibilities	% Time
<p>Provide an effective and efficient NMR Service for the research and teaching activities of the department. This will include:</p> <ul style="list-style-type: none"> • Reviewing the service to ensure it provides the necessary functions for research and teaching • Planning routine maintenance and troubleshooting/fixing problems where needed • Procuring all consumables needed for the service to run in conjunction with the departmental Stores and in accordance with the financial regulations of the university • Plan and co-ordinate any relevant training of academic, technical, and research staff • Contribute to the development of systems and processes within the NMR service • All other day-to-day needs of the service. 	45
<p>Act as a senior experimental officer in the research laboratories of the department. The post holder will provide technical advice and perform technical duties for the organisation of laboratory space and access to shared facilities, planning and coordinating repairs and servicing of equipment, storage and disposal of chemicals and consumables, and ensuring compliance, through regular monitoring and safety checks. They will ensure all activity meets Health and Safety standards throughout the area.</p>	35
<p>Work alongside academic staff and the Laboratory Manager to provide technical expertise and proactive support to develop and deliver target practical teaching classes. Includes training and demonstrating to undergraduate and postgraduate students and support in providing new experiments.</p>	15
<p>Any other task commensurate with grade as required.</p>	5



Internal and External Relationships

Internally

Team meetings with technical staff and management to allocate and discuss duties relating to the provision of service including repairs of fabric of building, disposal of equipment, security issues, etc. .

Academics, academic-related and research staff on a daily basis in relation to provision of advice and support of goods for teaching and research activities.

Undergraduate and postgraduate students to provide advice and support on technical aspects of service and application of techniques and equipment.

Business Administration, including the Finance Hub to discuss problems with invoice payments, expenses and queries, etc.

Externally

Daily contact with suppliers, company representatives and service engineers to obtain quotes, negotiate prices and discounts on goods, and services needed for the NMR service.

Establish and maintain contacts within the wider HE community and relevant NMR communities.

Planning and Organising

Plan and organise own work having an overview of activities to be carried out throughout the year.

Take into account costs, deadlines, current workload of staff, availability of equipment and routine maintenance.

Be prepared to alter and amend timeframes and plans to meet changing needs of the service.

Support planning on resource requirements for the future development of the section, laboratories and work areas for months and even years ahead

Plan to ensure appropriate technical assistance and support is available to academics and students in pursuit of research and teaching activity.

Qualifications, Knowledge and Experience

Essential

- Degree and/or PhD in a relevant scientific subject or clearly demonstrable evidence of extensive experience in a relevant field*
- Demonstrable expertise in relevant NMR software*
- Full understanding of a broad and/or complex technical or scientific field specifically in relation to NMR*



Desirable

- Associate fellow of the HEA
- Teaching Experience in a university environment

Skills, Abilities and Competencies

Essential

- Proven analytical and technical/scientific problem solving capability
- Well-developed understanding of Health and Safety regulations and procedures
- Ability to develop a working knowledge of laboratory analytical equipment
- Good inter-personal skills
- Ability to plan own workload and other activities to agreed deadlines
- Good oral and written communication skills
- Ability to initiate and develop professional relationships within the department.
- Ability to work independently and interact well with team members and contacts internal and external to the University
- Ability to understand and address non-routine work
- Ability to work to tight deadlines and skilled at prioritising

**Criteria to be used in shortlisting candidates for interview*

Equality and Diversity

The University of Leicester is committed to positively advancing equality of opportunity. We participate in a number of equalities initiatives which celebrate good employment practice for the advancement of diversity and equality. These include the Stonewall Workplace Equality Index, the Race Equality Charter and [Athena Swan](#).

We are proud to be selected as one of only ten Universities internationally to be an impact champion for [HeForShe](#), a global solidarity movement for gender equality. We also have a number of staff equality fora who champion the advancement of equalities for diverse groups. To find out more please visit the [Equalities](#) webpage.

Selected Staff Benefits

- 24 days annual leave, plus bank holidays and 6 closure days
- Generous pension
- Discounted gym membership
- Childcare voucher schemes

[For more information about our fantastic benefits please click here.](#)



VITAL - living our values

We believe that the [University of Leicester](#) is a great place to work. Our values go to the heart of everything we do and underpin our motto Ut Vitam Habeant - so that they may have life – but are denoted by the simple acronym, VITAL.

Valuing people - We respect, trust and appreciate our people. We recognise others' achievements and our own. We celebrate success. We help everyone to achieve their potential.

Innovators - We have the confidence to solve problems creatively. We are always striving to improve our service. We are resilient, proactive, clear communicators. We nurture a safe environment for innovation.

Together - We work better when we work together. We collaborate with other stakeholders to share knowledge and best practice. We draw on others' expertise and create networks to develop new ideas.

Accountable - We are responsible for our actions. We hold ourselves and others to account and admit our mistakes. We agree what is expected and deliver on our promises. We are responsive and able to demonstrate where we've made a difference.

Leaders - We are confident professionals; we value knowledge and expertise and know when to use them. As leaders, we demonstrate integrity, honesty and transparency. We use our judgement and work well with others across all departments.

