

# Job Description

**Job title:** Technical Instructor – Geography, Earth and Environment

**Post number:** P002129

**Reports to:** Geochemical Officer

**Department/School:** School of Applied Sciences

**Grade:** Grade 5

## Purpose of the role

Based at our Moulsecoomb campus, Technical staff play a vital role in the delivery of our degree courses. In this role you will provide technical support and instruction to students and staff within the School of Applied Sciences. Working within the Department of Geography, Earth and Environment, you will assist in the management and operation of our facilities, ensuring that procedures are communicated and adhered to under relevant legislation.

You will support both teaching and research through the provision of an analytical service utilising our specialist Geochemical facilities as well as ensuring the ongoing maintenance and administration of these facilities.

Fieldwork is an important part of our Geography and Environmental Science courses, and this role will see you supervising student field studies as well as supporting staff on local fieldwork as well as residential field courses.

## Line management responsibility for:

## Main areas of responsibility:

* To run, under the guidance of the module leader, in-depth practical sessions in the core subject areas of Geography and Environmental Science.
* To guide students and staff as to the most appropriate analytical techniques to use for given research projects.
* To plan and deliver technical demonstrations, inductions, and the presentation of safe working practices to students and academic staff.
* To prepare laboratories for practical sessions and ensure that they are left in a tidy and secure condition at the end of the working day.
* To accompany students and staff in the field and provide practical support and guidance in conjunction with project supervisors, ensuring all field equipment is properly maintained.
* To ensure all procedures are carried out according to current health and safety regulations, including training students and staff in risk assessment and issuing students with permits to study in School Laboratories and in the field.
* Train staff and students in laboratory health and safety procedures and to work with staff and students to produce risk assessments for laboratory and fieldwork, ensuring all users are acting in compliance with School Health and Safety guidelines.
* To ensure laboratory equipment is PUWER compliant and undertake portable appliance testing as required.
* To take an active role in the cleaning, maintenance and repair of materials or equipment within designated laboratories, identifying new equipment as appropriate.
* To assist in general technical duties within the school as required including covering absence and keeping up to date with relevant policy and procedures.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * Demonstrable knowledge in Geography/ Environmental Science related subject (A,I)
* Familiar with the use of relevant analytical equipment (A, I)
* Meets objectives and standards on own initiative (A, I)
* Committed to continuous self-development (I)
* Able to communicate complex information in an understandable way (A,I)
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| **Qualifications** |
| * BSc in Physical Geography or Environmental Science or an equivalent level of experience (A)
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| **Experience** |
| * Works systematically, using time efficiently (A)
* Able to work well as part of a team. (A)
* Experience and understanding of the Health & Safety at Work regulations and procedures relevant to a laboratory. (A, I)
* Able to prioritise and manage own workload effectively with minimum supervision (I)
* Experience of designing and delivering one to one or group training (I)
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| **Managing people** |
| * listens well and understands the needs of others. (I)
* Able to coach and instruct others. (I)
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| **Physical demands and/or other requirements** |
| * Able to undertake physical work outside in all weathers A, I)
* A full, valid driving licence and ability to drive regularly for work (A, I)
* The ability to carry out mechanical and electrical repairs (A,I)
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **April 2024**