

**Job Title:** Associate Technical Tutor (Chemistry)  
**Ref no:** SCT271  
**Faculty:** Science and Technology  
**Grade:** 6  
**Starting Salary:** £32,407 - ££37,165 per annum, including Outer London Weighting  
**Period:** Permanent

**Reporting to:** Deputy Technical Manager

### **Overall Purpose:**

The Faculty of Science and Technology operates at the cutting edge of new technology and scientific instrumentation and requires high calibre technical staff to support developments taking place in the curriculum and research. The post-holder will contribute to the work of a team of technicians ensuring that the laboratories can provide an effective and efficient environment to support research and teaching. This will be done through contributing technical support, expertise and guidance to academic programmes to enable students to achieve their academic goals. Also through support of academic colleagues and involvement in research programmes.

The postholder will contribute to the overall running of the technical department, taking delegated responsibility for core aspects of its work and operating with a degree of autonomy within the academic and research programmes to which they contribute their expertise.

The postholder will be responsible for delivering technical expertise to students and staff, with an emphasis on specialised guidance and support for chemistry. The tutoring component of this role will include taking the lead in planning and delivering practical laboratory sessions, lecturing, supervising student projects, running workshops, assisting with outreach activities and other similar duties.

### **Principal Duties:**

To deliver technical support and specialised technical expertise and guidance in respect of specialist practices, to students and staff to enhance teaching, learning and research.

### **Main responsibilities**

#### **Learning and teaching:**

##### **Teaching**

- Provide support to academics and enhance the student learning experience by facilitating student learning in a variety of learning environments (physical and virtual) and by providing appropriate advice and/or support to students to promote effective learning.
- Deliver specialist in-class support to students and staff about the use of technical equipment/facilities.
- Support, develop and deliver lectures, seminars, workshops and laboratory practicals when appropriate.
- Supervise student projects
- Prepare the teaching environment (e.g. set up equipment, organise materials or documentation).
- Support unscheduled teaching interaction to support students and staff to understand how to use technical equipment and undertake laboratory practical experiments safely and effectively.
- Enhance and review the skills of students and provide feedback.

##### **Programme development**

- Contribute to the development of academic programme(s) from a technical perspective.

##### **Technical**

- Administration and resource co-ordination
  - Co-ordinate allocated resources efficiently, ensuring continual availability of consumables and equipment.
  - Liaise with suppliers of consumables and equipment to identify the most suitable materials to obtain and to arrange appropriate training on equipment
  - In particular, to be responsible for the effective operation of specialist equipment within the laboratories and other learning spaces
  - Perform administrative duties to support technical operations (e.g. student register, stores inventory, risk assessment, standard operating procedures, codes of practice and guidance notes for relevant laboratory procedures etc).
- Co-ordinate key technical activities which may include coordination of academic staff to enable the technical area to operate effectively

#### **Training and induction**

- Deliver induction on complex equipment or related software: may involve lengthy induction process with detailed health and safety and technical component.

#### **Health and safety**

- Co-ordinate key health and safety processes and make an active contribution to the development and implementation of Health and Safety policy within own area.
- Participate in processes that monitor and enhance compliance by staff and students in matters relating to Health and Safety at Work regulations in the use of equipment and materials.

#### **Projects**

- Design and lead independent investigation (e.g. to test and develop new equipment, infrastructure, software or materials).
- Deliver technical projects that provide specific technical support to teaching or research programmes, contributing to project scoping and design and ensuring delivery to cost and time requirements.
- Contribute to the design and delivery of outreach activities (schools and events)

#### **Expertise development**

- Mentor colleagues to develop their technical capabilities and understanding (e.g. linkage between technical activities and academic programme).
- Maintain an understanding of developments in technical disciplines that are relevant to the subject area to inform course design from a technical perspective.

#### **Additionally**

- Carry out any other duties as required and commensurate to the grade.

### **Person Specification**

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria

#### **SELECTION CRITERIA:**

Knowledge, skills and experience

#### **Essential**

- Academic qualifications equivalent to a first or upper second class honours degree in chemistry or related subject and a postgraduate qualification (or equivalent experience) in a field of study relevant to chemistry.
- Advanced knowledge of chemistry and proven technical skills in experimental techniques and instrumentation appropriate to a chemistry laboratory.

- An awareness of and understanding for relevant Health and Safety requirements, including experience in risk assessment.
- Experience of supporting students and staff in an HE environment.
- Understanding of good professional practice in learning and teaching.
- Commitment to providing a high quality experience for learners.
- Ability to work collaboratively and constructively with other technical and university colleagues to enhance student experience and outcomes.

#### **Desirable**

- An understanding of relevant policies, processes and legislation, including detailed knowledge of health and safety legislation.
- Experience of delivering technical expertise to academic programmes similar to those delivered at Middlesex University.
- Broader experience in laboratory based subject areas in addition to chemistry would be an advantage.

**Hours: 35.5 hours per week, actual daily hours by arrangement**

**Annual Leave:** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the annual appraisal process.