

Job Title: NMR Experimental Officer
Grade: 7
Salary: £38,205 to £44,263 per annum pro rata
Department: Chemistry
Hours/Contract: Full time or job share, fixed term contract for 24 months
Job Family: Technical and Experimental
Reference: 10103

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 provide assistance as a senior experimental officer in the research laboratories of the Department of Chemistry.

Main Duties and Responsibilities

- Provide an effective and efficient NMR Service for the research and teaching activities of the department. This will include:
 - 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.
- Act as a senior experimental officer in some of the research laboratories of the department. The post holder will provide technical advice and assist in the 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 working with the Technical Services Manager to ensure all activity meets Health and Safety standards throughout the area.
- Work alongside academic staff and the Laboratory Teaching Fellow 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.
- Any other task commensurate with grade as required.





Internal and External Relationships

Internal

- 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.

External

- 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 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

- PhD in a relevant scientific subject
- Associate fellow of the HEA
- Teaching Experience in a university

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***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.





Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

