



Job Title: Technician

Grade: 4

Salary: £19,202 to £19,730 per annum

Department: Geography, Geology and the Environment

Hours/Contract: Full time, fixed term contract to 31 July 2019

Job Reference: 868

Role Purpose

The post holder will provide technical assistance in macrophotography of fossils, scanning electron microscopy, and light microscopy including camera lucida.

Principal Responsibilities	% Time
<ul style="list-style-type: none"> Organize photographic documentation of fossil specimens using established processes 	20
<ul style="list-style-type: none"> Assist in the laboratory preparation and scientific curation of fossil specimens using established processes 	20
<ul style="list-style-type: none"> Carry out record keeping, filing, data input, cataloguing and the maintenance of databases, ensuring records are maintained 	20
<ul style="list-style-type: none"> Develop skills in the analysis of one or more fossil group 	20
<ul style="list-style-type: none"> Assist in the preparation of figures for publications 	20
Internal and External Relationships	
<p>To receive instruction from, and work in close contact with, the line manager to plan and deliver specific laboratory, computer and organizational tasks on a daily basis.</p> <p>To develop laboratory and computer skills for the efficient development and analysis of fossil materials.</p>	
Planning and Organising	
<p>Clarify daily work requirement with line manager to identify and resolve any immediate problems. Plan workload in conjunction with the requirements of the project to ensure efficient use of laboratory and computer facilities.</p> <p>Perform activities to appropriate time and quality requirements, following established procedures. Plan and prioritize work for the week or weeks ahead to deliver scheduled services.</p>	





Qualifications, Knowledge and Experience

Essential

- Substantial Prior technical work experience in a related field*
- **Or**
- Educated to A-level standard or equivalent with some prior technical work experience in a related field*

Desirable

- A Bachelor degree (2:1 or above) in Geology or a related discipline
- Experience of working within a research team or of undertaking independent research
- Knowledge of lower Palaeozoic rocks, particularly the Cambrian
- Experience of developing computer-based databases
- Experience of curating fossil specimens
- Knowledge of scanning electron microscopy
- Knowledge of fossil and microfossil preparation
- Experience with digital photography
- Experience with light microscopy

Skills, Abilities and Competencies

Essential

- Effective oral and written skills in order to communicate effectively
- Good organisation skills
- Ability to plan own laboratory activities to agreed deadlines
- Good interpersonal skills
- Ability to work independently and interact well with other scientists and contacts internal and external to the University engaged in this project.

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

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, 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 equality 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 equality, diversity and inclusion.

