

Job Title: Technician

Grade: 5

Salary: £22,017 to £26,243 per annum

Department: School of Archaeology and Ancient History

Hours/Contract: Full time, permanent

Job Reference: 299

Role Purpose

The post holder will provide the School with technical support in either Geomatics, Geophysics, or laboratory-based research and teaching, and for the annual field school. The role will involve the use and maintenance of key equipment and includes the management and curation of teaching and research materials. The role also includes key Health and Safety responsibilities.

Principal Responsibilities	% Time
Provide general laboratory support for research and teaching in the School laboratories - Management and maintenance of research and teaching collections. Management and maintenance of existing equipment. Requisition and procure consumables and new equipment. Support the annual summer fieldschool (June-July) for undergraduate students including driving the School's vehicle. Carry out general "house-keeping" duties within School facilities including the management of the School's research archives.	50
Provide teaching support to aid the transfer of knowledge to students and staff through laboratory demonstration and training in use of field equipment. Provide support in the use of specialised equipment for teaching and research. This may include: Geomatics and geophysical survey equipment; operation of a digital x-ray machine; operation of thin-section equipment; use of transmitted and reflected light microscopes; use of micro-XRF machine including the handling of liquid nitrogen; use of centrifuges. The areas of teaching and equipment support provided are related to the postholder's skills, knowledge and expertise.	25
Carry out the role of Deputy Safety Officer for the School including ensuring that the School is COSHH compliant and that annual Portable Appliance Testing (PAT) is carried out.	25
Internal and External Relationships	
Liaise daily with the other School Technician, academic staff and researchers at all levels in the	





execution of general support duties.

Maintain regular contact with other University Technicians, ULAS, other University Departments, Estates, and attend meetings relevant to the role.

Occasionally contact external suppliers for information and quotations for the procurement of new equipment and consumables.

Planning and Organising

Attend regular meetings with the Line Manger and Academic Lead.

Work with the second School Technician to produce short-term, medium-term and annual plans of activities to ensure coverage of all critical functions of the role.

Proactively identify training and professional development opportunities relevant to the role, for the consideration of the Line Manager and Academic Lead, in order to fill any skills or qualifications gaps.

Plan and organise an individual work schedule to:

- Maintain Health and Safety standards for all laboratories and the School building more widely;
- Ensure COSHH compliance;
- Manage and maintain laboratory equipment;
- Manage and maintain teaching and research collections and archives.

Qualifications, Knowledge and Experience

Essential

- Educated to A-Level standard or equivalent in a relevant subject*
- A good technical knowledge of archaeological and laboratory practices and procedures including experience of complying with relevant Health and Safety regulations.*

Desirable

- Relevant prior experience as an archaeological/laboratory technician*
- A background in geoarchaeology

Skills, Abilities and Competencies

Essential

- Self-motivated, with ability to generate own work and work on own initiative.
- Effective communication skills, both written and verbal, report writing skills, and ability to communicate with colleagues and stakeholders at all levels.*
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues.





- Flexible and positive approach to work with experience of adapting own skills to new circumstances.
- A proactive approach towards workload, with the ability to multi-task and complete tasks promptly, accurately and with attention to detail.
- Current UK driving licence or equivalent.

Desirable

- D1 Minibus/Midas

****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.

