1. Job Details
Job title: School services support technician
School/Support Department: Chemistry
Unit (if applicable): 
Line manager: Section Line Manager - Services

2. Job Purpose
To manage and distribute the schools liquid Nitrogen requirements, and provide a waste solvent removal service.

3. Main Responsibilities

<table>
<thead>
<tr>
<th>Approx. % of time</th>
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<tr>
<td>1. Decant and deliver (to point of need) liquid nitrogen circa 250K litres per annum. This is an essential requirement for many major pieces of equipment and is safety critical for some applications.</td>
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<td>2. Removal of waste solvents from research laboratories. Managing large volumes and segregating different types prior to up-lift by waste disposal consultants.</td>
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<td>3. Keep stores delivery compound clean and where possible reduce waste material for disposal</td>
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<td>4. Remove on request items of furniture which are damaged or no longer required, and remove other items of rubbish.</td>
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<td>5. Assist as required, with others, to move equipment round the building.</td>
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4. Planning and Organising
Examples of the way the postholder requires to plan and organise the work include:
• ensuring that there is enough liquid nitrogen to meet the requirements of research groups; and
• liaising with research groups to plan waste solvent removal and supply new containers for this.

5. Problem Solving
Examples of problems that the postholder has to solve include:
• ensuring waste solvents are correctly segregated; and
• responding to immediate housekeeping problems.

6. Decision Making
Examples of decisions the postholder will take include:
• if extra deliveries of liquid nitrogen are required to ensure continuous supply; and
• when to order waste solvent disposal up-lift
7. Key Contacts/Relationships
The postholder’s key contacts will include:
• within the School, all staff and research students;
• outwith the University, waste disposal consultants, external suppliers (e.g. liquid nitrogen suppliers).

8. Knowledge, Skills and Experience Needed for the Job
Educated to standard grade level including science subjects, with up to 1 year’s work experience.

9. Dimensions
• Direct reports: 0
• Approximate number of indirect reports: 0
• Approximate number of staff affected by the postholder: 25
• Financial:
• Approximate number of students/customers affected by the postholder: 50

10. Job Context and any other relevant information