



1 Advertisement

Post Title: Senior Technician – DSEAR & COSHH

School/department: Technical Services/ Division of Operations and Strategic Planning

Hours: Full or part-time considered up to a maximum of 36.5 hours

Core working hours are 8:30am – 5pm, with expectation to work flexibly depending on business need and be on call in case of emergencies or call outs.

Contract: 2 year fixed-term

Reference: 10555

Salary: starting at £27,131 to £31,411 per annum, pro rata if part time

Placed on: 23 January 2023

Closing date: 27 February 2023. Applications must be received by midnight of this date.

Expected interview date: to be confirmed

Expected start date: as soon as possible

We are recruiting a Senior Technician position to lead a small task force who will assist in facilitating compliance and management of Health and Safety in laboratory and specialist facilities, namely the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) and Control of Substances Hazardous to Health (COSHH) in the Science Schools.

Working closely with central and school based Health & Safety Officers, academics and other technicians you will be the Senior Technician in a team assisting in ensuring suitable and compliant storage, control and use of hazard substances. This will involve collecting information, updating inventories, assisting in scheduling in contractors and minor works in labs, updating action logs and contributing to Standard Operating Procedures and Risk Assessments, as well as organizing the time of the team to best undertake the support required. Full training will be provided relating to regulations for DSEAR and COSHH and how they relate to scientific lab environments, however previous experience of working with hazardous chemicals and related training will be a huge advantage.

Please contact Robert Fowler R.E.Fowler@sussex.ac.uk for informal enquiries

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the schools that this cross-school role will be working with: [School of Life Sciences](#), [School of Mathematical and Physical Sciences](#), [School of Psychology](#), [School of Engineering and Informatics](#). Additionally, this role will be working closely with the central Health & Safety Team.

3. Job Description

Job Description for the post of: **Senior Technician – DSEAR & COSHH**

Department: Technical Services

Section/Unit/School: Science Schools

Location: Various – Science Schools (based in John Maynard Smith)

Grade: 5

Responsible to: Scientific Officer – H&S Manager

Responsible for: Technician – DSEAR & COSHH (x 2)

4. Person Specification

Role description:

To lead, organise and facilitate a task force helping deliver effective high-quality support for DSEAR (Dangerous Substance and Explosive Atmosphere Regulations) and COSHH (Control of Substances Hazardous to Health) compliance across the Science Schools (inc. Life Sciences, Psychology, Engineering & Informatics, Maths and Physical Sciences) in laboratories and specialist facilities.

PRINCIPAL ACCOUNTABILITIES

In relation to a range of named services or processes, to:

1. Support the Scientific Officer and Technical Managers on DSEAR and COSHH compliance of specialist activities for the Science schools, facilitating practical and process changes in laboratories to ensure improving and developing systems and protocols in line with policy and guidance.
2. Work with the Scientific Officer to execute and implement health and safety plans in the workplace according to University Policy and legal guidelines, specifically relating to the range of work undertaken across the Science Schools where DSEAR and COSHH are relevant.
3. To provide technical support activities within specialist DSEAR & COSHH projects, to ensure that provision is of an excellent quality and delivered in a timely, professional fashion.

4. Maintain, publish and disseminate information and appropriate communications to ensure services and processes are understood, utilised and applied.
5. To help train and instruct stakeholders in safety critical activities according to Standard Operating Procedures.
6. Be a point of contact and representative regarding DSEAR & COSHH enquiries, when the Scientific Officer is not present.

KEY RESPONSIBILITIES

- 1. To exemplify good working practice to achieve departmental objectives, working as part of a technical team and within the wider institution, assist with the planning, facilitation, and delivery of DSEAR & COSHH in line with instructed policy and procedures but not limited to:**
 - Helping to ensure that timelines and resources are identified, realistic and achievable.
 - Proactively raising issues arising in advance for discussion and resolution.
 - Co-ordinating the delivery of activities according to project timelines alongside the Scientific Officer.
 - To act as an ambassador for Health & Safety, DSEAR & COSHH activities, with a focus on training and adhering to regulations.
- 2. Communicating effectively with all stakeholders**
 - Contributing to the writing of DSEAR and Health & Safety inspection reports and ensuring accessible, up to date records are kept.
 - To deliver training to stakeholders and provide day to day advice, and supervision as required.
 - Assist in producing and maintaining a number of sources of information on a central website and in publications/reports.
- 3. Providing support, information and guidance to staff and students.**
 - To be the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, providing explanations where necessary and knowing when to escalate queries
 - Providing guidance on relevant procedures and processes
 - Ensuring staff and students are aware of procedures and processes
- 4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of processes**
- 5. Creating and maintaining accurate information on activity that has taken place**
 - Creating comprehensive records and files for future reference
 - Providing usage and uptake reports as requested

- Where required, to ensure staff and students working within specialist areas have received safety inductions and safety critical training according to Standard Operating Procedures, and that this is recorded.
- 6. This role may have supervisory responsibility for a small team of technician colleagues, when other senior managers/specialists are not present.**
- 7.** Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): DSEAR UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

Role Specific Key Responsibilities

- To review, update and follow the relevant processes relating to DSEAR & COSHH regulations.
- Undertake audits of laboratories with the Scientific Officer
- Undertake spot-checks of PPE usage compliance
- Assist in the safe handling, disposal, segregation and storage of chemicals.
- Ensure compliance-based actions are taken in a suitable timeframe
- Provide support for setting up and using specialist equipment, supporting H&S and compliance assessments.
- Advise and assist on the safe practice of equipment and techniques where required
- Help carry out risk assessments as required under the direction of the Scientific Officer and ensure these are reviewed and revised as/when required.
- Liaise with other departments in the University to ensure laboratory changes are facilitated safely and meet compliance
- Lead on organising minor works in labs associated with compliance related requirements.
- Lead on the collection and transfer of chemical information onto a chemical inventory.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Responsible for supporting a defined project and implementation of procedures
- Responsible for the provision and support of DSEAR & COSHH specific minor works projects

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Usually educated to Level 3 - NVQ Level 3, BTEC award, certificate and diploma level 3, GCE AS and A Level, Advanced Diplomas (England) in relevant scientific fields
2. Effective planning and organisational skills to organise own workload and priorities and to support colleagues with theirs.
3. Effective oral and written communications skills to work with colleagues and customers providing information, explanations and interpretation where needed, responding to questions and queries.
4. Ability to work flexibly within a small team and also on own initiative.
5. Competent IT skills to effectively manage own workload – MS Suite. Or other IT software relevant to role.
6. Good interpersonal skills and the ability to quickly build rapport and to effectively contribute to team working to build and develop working relationships.
7. Proven ability to interpret guidelines, Standard Operating Procedures and Risks Assessments

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Strong working knowledge of laboratory skills in scientific fields with relevant experience of working with chemicals
2. Experience and an understanding of safety as it pertains to handling, storage and disposal of potentially hazardous chemical and biological materials
3. Significant knowledge to understand the impact of non-compliances and to identify and implement corrective actions
4. Knowledge of health and safety procedures and practices for science in higher education
5. Experience in completing CoSHH and risk assessments
6. Experience of recording and collating inventory data

DESIRABLE CRITERIA

1. Educated to Level 4 - BTEC Professional award, certificate and diploma level 4, Higher National Certificates (HNC), Certificates of Higher Education (CertHE)
2. Health & Safety qualification Nebosh Certificate, IOSH or equivalent work experience in a role that was responsible for Health & Safety.
3. Experience with DSEAR and DSEAR risk assessments
4. Knowledge of technical services, and how they fit into higher education.
5. Significant experience of working in a laboratory handling hazardous chemicals.