



1 Advertisement

Post Title: Technician x 2 – 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 flexible depending on business need and be on call in case of emergencies or call outs.

Contract: 2 year fixed-term

Reference: 10556

Salary: starting at £23,144 to £26,396 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 two full-time technician positions to join 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 H&S officers, academics and other technicians you will be part of 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. 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: **Technician – DSEAR & COSHH**

Department: Technical Services

Section/Unit/School: Science Schools

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

Grade: 4

Responsible to: Senior Technician - DSEAR

Responsible for: N/A

4. Person Specification

Role description:

To be part of 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. To support the Scientific Officer and Senior Technician on Health & Safety compliance in DSEAR & COSHH regulations and processes, in line with policy and guidance
2. To be responsible for the upkeep of accurate and accessible records relating to action tracking, risk assessments, site checks, waste management, training and compliance
3. To act as a point of contact for stakeholders (staff, students, contractors, suppliers and visitors) in the effective and efficient delivery of services.
4. To assist in the training and instructing of stakeholders in safety critical activities according to Standard Operating Procedures, and DSEAR policies to be followed.
5. To support technical activities within specialist DSEAR & COSHH projects, to ensure that provision is of an excellent quality and delivered in a timely, professional fashion.

KEY RESPONSIBILITIES

- 1. Working as part of a technical team and within the wider institution, support and assist with the 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 - DSEAR & COSHH.
 - To act as an ambassador for the service, with a focus on customer service and delivery.

- 2. Communicating effectively with all stakeholders**
 - Contributing to the writing up of DSEAR and Health & Safety inspection reports and ensuring accessible, up to date records are kept.
 - To assist in training stakeholders and provide day to day advice 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 stakeholders.**
 - To be a 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 stakeholders 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
 - Involvement in the collection, interpretation, recording, analysis, summarisation and presentation of data and results to specified requirements.

- 6. This role does not have any budget responsibility.**
- 7. This role does not have any line management responsibility.**

- 8. Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): 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 stakeholders.**

Role Specific Key Responsibilities

- To follow the local the relevant processes relating to DSEAR & COSHH regulations within your area of responsibility.
- Attend project meetings with the Senior Technician and Scientific Officer - DSEAR & COSHH to contribute to plans and oversee work & maintenance of the building.
- Provide support for auditing laboratories with the DSEAR & COSHH team
- Ensure that compliance-based actions are taken in a timely fashion
- Assist in the safe handling, disposal, segregation, and storage of chemicals.
- Assist in communicating policies of the safe practice of equipment and techniques where required
- Assist in the creation of risk assessments as required under the direction of the Scientific Officer - DSEAR & COSHH and ensure these are reviewed and revised as/when required.
- Assist in the collection and transfer of information for the chemical inventory.
- Liaise with other members of the University to ensure minor works are carried out in specialised areas and are compliant with DSEAR related policies.

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.

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.
3. Effective oral and written communications skills to work with colleagues and customers providing information and 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.
6. Sufficient knowledge to understand local health and safety and quality standard documentation
7. Technical work experience relating to the area/department, acquired in relevant roles and job-related training

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Ability to interpret guidelines, Standard Operating Procedures and Risks Assessments
2. Some working knowledge of laboratory skills in scientific fields with relevant experience of working with chemicals
3. Knowledge of technical services, and how they fit into higher education
4. Experience of recording and collating inventory data

DESIRABLE CRITERIA

1. Health & Safety qualification Nebosh, IOSH or equivalent work experience in a role that assisted in maintaining Health & Safety.

2. Experience working with, handling, storing and disposing potentially hazardous chemical and biological materials
3. Experience in understanding CoSHH risk assessments
4. Experience in providing a health & safety focused service
5. Experience of working with complex regulations and compliance related issues.
6. Significant knowledge to understand the impact of non-compliances and to identify and implement corrective actions