# Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

## 1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>15222</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Research Technician</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Laboratory Manager (Ecosystems)</td>
</tr>
<tr>
<td>Salary:</td>
<td>£22,659 - £25,482</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Support staff</td>
</tr>
<tr>
<td>Grade</td>
<td>GR5</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Temporary contract until 31 October 2019</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td></td>
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<tr>
<td>Type of application form accepted:</td>
<td>Long</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Michelle Gallacher</td>
</tr>
<tr>
<td>Your application should contain:</td>
<td>A long application form which includes detail of how your skills and experience meet the person specification. Covering Letter</td>
</tr>
</tbody>
</table>
2. Summary of duties

This post is based in the Ecosystems Laboratories at The Open University. The post holder’s main responsibility will be to support research and other activities being carried out at an industrial waste treatment facility, which is located 50 miles from Milton Keynes. The facility processes and biologically treats residual household waste. The post holder will be based at Walton Hall, Milton Keynes and regular so travel to and from the research location will be required. Work will include assisting waste sampling activities, plus field and laboratory chemical analyses of samples derived from mixed biodegradable wastes, leachate and gaseous emissions. Other work may include supporting staff working on research projects within the Ecosystems research groups.

1. Assists with fortnightly waste fractionation by hand-sorting household waste at an industrial waste treatment plant.
2. Assists with fortnightly sampling of waste at various stages of processing at an industrial waste treatment plant.
3. Receives deliveries of samples of waste and other materials and completes sample log records as required. Distributes delivered items to lab areas.
4. Prepares samples at the waste treatment facility and/or at The Open University by sorting, shredding, grinding and sieving. Performs preliminary testing on samples (e.g. moisture and loss on ignition) and assists with chemical analyses under supervision.
5. Assists with setting up biodegradability tests to standard protocols as directed by the Principle Investigator.
6. Records data, such as gas production volume in biodegradability tests, and inputs this data to prepared spreadsheets.
7. Assists in the inspection, servicing, maintenance and repair of laboratory and field equipment. This will include anaerobic biodegradability testing rigs and other equipment specified by senior technical staff.
8. Is responsible for maintaining the stock of consumable supplies for specific areas of lab. Prepares replenishment requests for authorisation by the Laboratory Manager.
9. Reports failures in infrastructure to appropriate core technical staff and works with Estates when requested to rectify problems.
10. Assists with access to the labs for contractors e.g. electricians, fire extinguisher maintenance operatives, PAT testers, etc.
11. Carries out other similar or related duties as agreed with the Laboratory Manager or core technical staff.
12. Ensures that the Health and Safety at Work Act and The Open University’s Health and Safety Policies are observed in all aspects of the above work.

Other Responsibilities

13. To undertake any other duties which may reasonably be required
14. To take reasonable care of the Health and Safety of themselves and that of any other person who may be affected by your acts or omissions at work.
15. To demonstrate a strong commitment to the principles and practice of equality and diversity.
### 3. Person specification

<table>
<thead>
<tr>
<th>Requirements (E = Essential/ D = Desirable)</th>
</tr>
</thead>
</table>

#### Education, qualifications and training

**Essential:**
- Good standard of education to A-level grade C standard in a science subject) or equivalent qualification (e.g. NVQ 3, HNC, BTEC National level).
- Driving licence.

**Desirable:**
- Degree in a relevant Science discipline.
- First aid qualification.

#### Knowledge, work and other relevant experience

**Essential:**
- Relevant experience of working in Environmental Science or Chemistry laboratories.
- An understanding of health and safety in a laboratory environment.
- IT skills with a good knowledge of Excel (Microsoft Office).

**Desirable:**
- An understanding of physical and chemical analysis of environmental materials such as compost, household waste, soil, anaerobic sludge.
- Fieldwork experience in a relevant area.

#### Personal abilities and qualities

**Essential:**
- Highly motivated and willing to work in difficult conditions at waste treatment sites including direct handling of waste materials, with proper regard to safety procedures.
- Works as part of a team to support research projects.
- Good oral and written communication skills.
- Ability to work unsupervised when appropriate. Takes responsibility for getting things done by prioritising own work or referring to senior staff.
- Shows respect for individuals from diverse backgrounds holding different values and attitudes.

**Desirable:**

#### 4. Role specific requirements e.g. Shift working

Work outside normal hours may sometimes be required.

#### 5. About the unit/department
Faculty of Science, Technology, Engineering & Mathematics
The Faculty of Science, Technology, Engineering and Mathematics (STEM) comprises:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration

“We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow’s challenges”

The Faculty of STEM consists of 700 staff and 1,800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting more than 20,000 students (full time equivalents) which is 29% of the OU total. The Faculty generates more research income (circa £20M) than any other Faculty in the University, supported by a comprehensive laboratory infrastructure.

We are proud of our distinctive values and capabilities underpinning our aspiration:

**We are inclusive:**
- We transform people’s lives, ensuring STEM education is openly accessible to many thousands of students from diverse backgrounds – our students express high satisfaction with their study experience
- We engage the public in exciting citizen science and engineering, including through free open educational resources, multi-platform broadcasting, outreach to inspire the next generation and with programmes to encourage more women into STEM

**We are highly innovative:**
- We are at the forefront of innovative developments in teaching practical science and engineering at a distance, through simulated and remote access laboratories and practical experimentation
- Our high quality teaching and curriculum are informed by world-leading research, strong links with professional bodies and communities of practitioners, as well as by scholarship focused on continuously improving our STEM pedagogy

**We deliver significant social and economic impact:**
- We provide STEM higher education at a scale and reach unsurpassed in the UK, with a sizeable international reach and further growth potential
- We inject transferable STEM skills and knowledge direct into the workplace for immediate employee and employer benefit, as students combine study while working
- The employability value of our courses is underpinned by accreditation from leading STEM Professional Bodies and Learned Societies, as well as partnerships and sponsorship with leading employers
- Our high quality, applied and academically relevant teaching and research addresses real-world issues, delivering impact for industry and society, including addressing pressing STEM skill-shortages across the UK

**Laboratory Support Team**
The Faculty’s Laboratory Support team supports a vibrant and interdisciplinary research community across biomedical and health sciences, earth and environmental sciences and physical and space sciences. The team provides technical support to the laboratory and research operations including developing and carrying out of experimental and analytical techniques, the training and supervision of users and the provision of technical support to ensure a safe and health working environment through professional laboratory practice.
6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Graham Howell on 01908 655487 or email: graham.howell@open.ac.uk

If you have any questions regarding the application process please contact Michelle Gallacher on 01908 653485 or email: STEM-Recruitment@open.ac.uk

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>Noon 22nd October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:STEM-Recruitment@open.ac.uk">STEM-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
| Post it to: | Michelle Gallacher  
Staffing Adviser |
| Name/Job title: | Michelle Gallacher  
Staffing Adviser |
| Department/Unit: | Deanery, Faculty of STEM |
| Address: | The Open University  
Walton Hall  
Milton Keynes |
| Post Code: | MK7 6AA |

8. Selection process and date of interview

| The interview panel will be chaired by: | Graham Howell |
| The other members of the interview panel will be: | To be confirmed |
| The interviews will take place on: | To be confirmed |
| The selection process for this post will include | Interview  
Test  
Tour |

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.