JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Geochemistry Laboratory Technician</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Earth Sciences / Faculty of Science</td>
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<tr>
<td>Job type</td>
<td>Technical</td>
</tr>
<tr>
<td>Grade:</td>
<td>6</td>
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<tr>
<td>Accountable to:</td>
<td>Technical Operations Manager</td>
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<tr>
<td>Accountable for:</td>
<td>None</td>
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**Purpose of the Post**

Provide technical support for research/teaching/commercial related activities in two laboratories in the Earth Sciences Department and the supply of high quality analytical service by assisting with laboratory organisation, experimental procedures and analytical data acquisition and analysis.

**Key Tasks**

Responsible for the day to day management of the Wet Geochemistry and Rock Crushing laboratories suite including:

- Making standard solutions for instrument calibration
- Maintaining laboratory supplies and chemicals
- Preparing and running calibrations for analytical instrumentation
- Fusion of flux preparation
- Use of Hydrofluoric acid for sample acid digestion on hot plate
- Keeping Health and Safety documentation up to date
- Responsible for laboratory management and user booking
- Demonstration of equipment in the Rock Crushing and Wet Geochemistry laboratories
- Maintenance of general laboratory equipment

Sample preparation and demonstration of techniques to undergraduates and postgraduates for teaching and research

- Sample preparation including hydrofluoric and perchloric acids digestion
- ICP-AES and ICP-MS analysis and data processing
- Laboratory supervision for student projects (undergraduate / postgraduate)
- Assist with for the co-ordination and preparation of field equipment for MSc case study field trips.
- Teaching support for the MSc courses

**Health and safety**

- Keeping COSHH, SDS, RAs and other safety documents up to date for relevant laboratories
- Reviewing and implementing relevant codes of practice and procedures
- Responsible for laboratory PPE
- Responsible for the departmental first aid boxes and first aider lists
- Dealing with safety issues in other laboratories (chemical related)
- Responsible for departmental chemical store
- Student and visitor Health and Safety inductions for the Wet Chemistry and Rock Crushing laboratories
- Safety officer for HF related issues in the Department

**Commercial analysis**
- Sustain quality control, assurance and management throughout the laboratory
- Sample reception, preparation and ICP-AES & ICP-MS analysis
- Sample preparations including HF/HClO4 digestion and fusion

**Rock crushing laboratory**
- Responsible for laboratory management and user booking
- Demonstration of all rock crushing equipment
- Maintenance of all laboratory equipment
- Maintaining laboratory health and safety documentation

**Other Duties**

- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

- The post holder will actively follow Royal Holloway policies including Equal Opportunities policies. The post holder will also observe Fire and Health and Safety Regulations.

- The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Career Development**

- For career and personal development, the post holder will be expected to develop a personal development plan outlining career goals and required training support (Support by Department and College Occupational Development), to be reviewed annually as part of the Personal Annual Appraisal (PAR) with the line manager.

**Internal and external relationships**

- In addition to the key tasks and duties in their role as Technician of the Wet Chemistry and Rock Crushing labs, the post holder is expected to actively interact with the other geochemistry labs of the department.

- The following list is not exhaustive but the post holder will be required to liaise with:

  - The Laboratory Director, Dr Nathalie Grassineau
  - Members of research groups
  - Other staff members of the department
  - Colleagues in other departments/universities/other research facilities
  - Visitors, collaborators and suppliers to the department