



JOB DESCRIPTION

Job Title:	Laboratory Research Support Technician
Department / Unit:	Earth Sciences / Greenhouse Gas Laboratory
Job type	Technical
Grade:	5
Accountable to:	Laboratory Director, Dr. Dave Lowry
Accountable for:	None
Purpose of the Post	
Provide laboratory support for the global greenhouse gas sampling and measurement programme	
Key Tasks	
<p>Responsible for logging and analysis of samples arriving from global and UK sites. These arrive on an ad-hoc basis, but should be logged and analysed within 2 weeks of receipt.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • logging incoming sample bags and flasks • setting up spread sheets and entering sampling information and measurement data • measurement of carbon dioxide and methane concentrations using a cavity ringdown spectrometer (CRDS) • calculation of air mass back trajectories for sampling times and locations using the HYSPLIT model • preparation of empty flasks and bags for shipment back to the sampling sites • arranging shipments from RHUL 	
Other Duties	
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Greenhouse Gas Research Group. The post holder will be expected to undertake other duties, or attend training courses as appropriate and as requested by his/her manager.</p> <p>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.</p>	
Career Development	
<p>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.</p>	

Internal and external relationships

In addition to the key tasks and duties in their role as Laboratory Research Support Technician, the post holder is expected to actively interact with the other geochemistry labs of the department / school for all shared supplies and resources.

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

The Laboratory Director, Dr Dave Lowry

Members of the Greenhouse Gas Research Group

Other staff members of the department

Goods incoming (Wolfson reception, Biological Sciences stores)

Colleagues in other departments / universities / research facilities

Students, visitors, collaborators and suppliers to the laboratory