

# Swydd Ddisgrifiad

# Prifysgol Wreccsam Wrexham University



<b>Cyfadran/Adran</b>	Y Gyfadran Gelf, Gwyddoniaeth a Thechnoleg
<b>Adran</b>	Gwyddoniaeth Gymhwysol
<b>Teitl y Swydd</b>	Technegydd Labordy Gwyddoniaeth
<b>Yn atebol i</b>	Arwain yn y Maes Pwnc
<b>Gradd</b>	O&A3

## Prif Atebolrwydd

- Cynnal a chadw offer
- Cynnal rhestr gyfredol o offer, cyfarpar, deunyddiau a dodrefn o fewn yr holl labordai gwyddoniaeth.
- Sicrhau bod yr holl offer yn cael eu glanhau a'u storio'n briodol ar ôl cael eu defnyddio, a bod unrhyw ddifrod neu ordefnydd o offer yn cael ei adrodd, ei gofnodi a'i adfer yn ôl gofyn.
- Sicrhau bod archwiliadau diogelwch rheolaidd o offer a deunyddiau ym mhob ardal yn cael eu cynnal a'u cofnodi mewn modd boddhaol a chynnal cofnodion cynnal a chadw yn ôl y gofyn.
- Defnyddio a pharatoi offer a samplau mewn ymateb i geisiadau am swyddi a gweithdrefnau gweithredu safonol i sicrhau y gall gwaith ddigwydd yn brydlon.
- Cynnal goruchwyliaeth o ddeunyddiau traul gan sicrhau bod deunyddiau traul yn cael eu defnyddio'n gost-effeithiol, yn hygyrch i staff a myfyrwyr ac yn cael eu gwaredu'n gywir yn ôl yr angen.
- Cynnal gwiriad stoc o bob safle bob dwy flynedd i adolygu lefelau a dyddiadau dod i ben, gan sicrhau bod system gylchdroi stoc ar waith i sicrhau bod hen offer/cemegion yn cael eu defnyddio cyn rhai newydd.
- Cynnal manylebau technegol ar gyfer gwasanaethau/offer sydd wedi eu gosod a rhai symudol.
- Rhoi gwybod am eitemau y mae angen eu newid neu unrhyw bryniannau newydd sydd eu hangen i Swyddfa'r Gyfadran gyda'r rhesymeg ategol gan sicrhau bod argymhellion yn cael eu gwneud yn unol â gweithdrefnau caffael y Brifysgol ac y bernir eu bod yn gost-effeithiol o ran prynu a chytundeb lefel gwasanaeth.

### **Cymorth Addysgu a Dysgu**

- Darparu cymorth technegol i staff academiaidd wrth osod a chlirio arbrofion □ sy'n gysylltiedig ag addysgu ac ymchwil, ar draws pob maes gwyddoniaeth ac ardal labordy yn y gyfadran.
- Darparu cymorth technegol ar gyfer cynhyrchu adnoddau dysgu ac ymchwilio mewn gwyddoniaeth gymhwysol (Gwyddoniaeth Fforensig, Biocemeg a Chemeg Ddadansoddol).
- Darparu cyfarwyddiadau lechyd a Diogelwch i fyfyrwyr o ran defnyddio offer a deunyddiau yn ddiogel yn y labordy.
- Darparu goruchwyliaeth dechnegol o'r ardal labordy a dangos i unigolion eraill sut i ddefnyddio offer, lle bo'n briodol.
- Cynorthwyo â phrosiectau sy'n creu incwm ac ymchwil
- Goruchwyllo myfyrwyr sy'n gweithio yn y labordy a chynnig cyngor ac arweiniad
- Cefnogi dysgwyr sy'n defnyddio'r adnoddau dysgu ac ymchwilio a ddarperir, sicrhau defnydd cywir a darparu gwasanaeth datrys problemau cyntaf lle fo'n bosib, neu gyfeirio'r broblem i'r Adran TG.

### **Cysylltu a Rhwydweithio**

- Cyfathrebu gyda holl staff academiaidd a gweithredol o fewn y Gyfadran, a'r brifysgol yn ehangach
- Cysylltu â chyflenwyr allanol, contractwyr a chwmnïau gwasanaeth i sefydlu dulliau cyfathrebu a desg gymorth effeithlon.
- Mynychu cyfarfodydd Cyfadran perthnasol a chyfleoedd datblygu staff
- Gweithio fel rhan o dîm eang o staff cymorth technegol a gweithio gyda staff academiaidd ac Arweinwyr Rhaglenni, dan gyfarwyddyd Deon Cyswllt y maes pwnc.
- Gweithio heb oruchwyliaeth yn aml i gwblhau tasgau sydd wedi eu blaenoriaethu.
- Goruchwyllo myfyrwyr yn ystod arbrofion a thasgau technegol.

### **Gwaith Tîm a Chymhelliant**

- Fel rhan o dîm technegol eang, cynnig cymorth yn ôl cyfarwyddyd ar gyfer meysydd pwnc ar draws y gyfadran lle bo'n briodol ac yn cyd-fynd ag arbenigedd a sgiliau priodol deilydd y swydd.

### **Iechyd a Diogelwch**

- Cadw cofrestrau risg a dogfennau iechyd a diogelwch sy'n cael eu diweddarau.
- Ysgrifennu, cynnal ac adolygu asesiadau risg ar gyfer yr holl weithgareddau yn y labordy
- Sicrhau bod taflenni COSHH a MSDS cyfredol yn hygyrch
- Cwblhau'r dogfennau gofynnol a dilyn y weithdrefn gywir ar gyfer rhoi gwybod am unrhyw faterion / digwyddiadau lechyd a Diogelwch i Dîm Arwain y Gyfadran
- Sicrhau bod unrhyw gamau gweithredu o'r archwiliad blynyddol yn cael sylw ac yn dod i ben o fewn yr amserlen ofynnol
- Sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith i fodloni eich dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch o fewn polisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiad risg priodol yn cael ei gynnal mewn perthynas â pheryglon sylweddol a bod archwiliadau diogelwch yn cael eu cynnal o leiaf unwaith y flwyddyn ym mhob gweithle o dan eich rheolaeth.
- Datblygiad Proffesiynol
- Nodi a bodloni amcanion datblygiad personol a gofynion hyfforddi.
- Mynychu sesiynau hyfforddi hanfodol y Brifysgol, sy'n gysylltiedig ag Iechyd a Diogelwch yn y gwaith e.e. symud a defnyddio offer, diogelwch tân, ayyb.
- Bod ar flaen datblygiadau technegol yn y maes. Asesu ac adrodd ar eu haddasrwydd ar gyfer defnydd yn amgylchedd y Brifysgol.

### **Amgylchedd Gwaith**

- Bod yn gyfrifol am gynnal amgylchedd gweithio proffesiynol a thaclus.
- Cydymffurfio â chyfarwyddiadau iechyd a Diogelwch a chwblhau asesiadau risg, asesiadau tân, ac yn y blaen.
- Gweithio'n bennaf o dan eich cyfarwyddyd eich hun, yn gwirio offer a deunyddiau yn ddiogel.
- Bydd codi a symud offer â llaw yn elfen gyffredin o'r swydd.

## **Dyletswyddau Cyffredinol**

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a gynhwysir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn perthynas â pheryglon sylweddol ac yr ymgwymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo gofal cwsmer o ansawdd yn eu maes cyfrifoldeb eu hunain.

Mae hi'n ofynnol bod staff yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Dylai holl staff y Brifysgol hyrwyddo ymddygiad iach, iechyd meddwl cadarnhaol a llesiant.

Disgwylir i ddeiliaid swydd gydymffurfio â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda'r gwaith o fonitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau ei fod yn cael ei gefnogi'n ddigonol mewn perthynas â'i gyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn fynegol, nid ydynt yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu cynnig cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

## **Adolygu**

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei chyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol

y swydd a gofynion y Brifysgol yn gywir ac i ymgorffori unrhyw newidiadau rhesymol pan mae angen, mewn ymgynghoriad â deiliad y swydd.

## Teitl y Swydd: **Technegydd Labordy Gwyddoniaeth**

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a chymaint o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

### Meini Prawf Dethol

Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Gallu	1.1	Y gallu i ddefnyddio offer a rheoli adnoddau ar draws ystod o beiriannau ac offer gweithdy/labordy safonol yn ddiogel a pharatoi deunyddiau, gan ddilyn arferion neu dechnegau sefydledig o fewn gwahanol feysydd o wyddoniaeth gymhwysol, e.e. gwyddoniaeth fforensig, biocemeg a chemeg ddadansoddol.	Ff, C	H
		1.2	Gallu cyfathrebu'n effeithiol ar bob lefel.	Ff, C	H
		1.3	Sgiliau rhyngpersonol cadarn.	Ff, C	H
		1.4	Sgiliau trefnu a blaenoriaethu rhagorol.	Ff, C	H
		1.5	Gallu gweithio i dargedau.	Ff, C	H
		1.6	Rhoi sylw i fanylder a gallu cynnal dogfennaeth gywir.	Ff, C	H
		1.7	Sgiliau TG sy'n gymesur â'r rôl	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth a phrofiad o weithio mewn amgylchedd labordy gwyddoniaeth.	Ff, C	H
		2.2	Cyfarwydd â rheoliadau lechyd a Diogelwch, ac yn eu deal.	Ff, C	H

3	Addysg a Hyfforddiant	3.1	Cymhwyster technegol ar lefel HNC neu BSc neu gyfwerth mewn maes sy'n ymwneud â gwyddoniaeth.	Ff, C	H
		3.2	Cymhwyster addysgu neu Gymrodoriaeth yr Academi Addysg Uwch (AU Uwch bellach)	Ff, C	D
4	Profiad Perthnasol	4.1	Profiad o weithio mewn lleoliad labordy gwyddoniaeth.	Ff, C	H
		4.2	Profiad o gynnal, ysgrifennu ac adolygu asesiadau risg gan gynnwys COSH a MSDN.	Ff, C	H
5	Gofynion Arbennig	5.1	Bod â lefel uchel o gymhelliant a hunangynhaliaeth.	Ff, C	H
		5.2	Y gallu i gyfathrebu drwy gyfrwng y Gymraeg	Ff, C	D
<b>Dyddiad Adolygu</b>					

<b>Allwedd</b>	<b>Dull Adnabod</b>	<b>Ff</b>	Ffurflen Gais
		<b>C</b>	Cyfweliad
		<b>P</b>	Prawf
		<b>T</b>	Copi o Dystysgrifau
		<b>Rh</b>	Rhoi Cyflwyniad
		<b>G</b>	Asesiad Grŵp
	<b>Pwysigrwydd</b>	<b>H</b>	Hanfodol
		<b>D</b>	Dymunol



# Job Description

# Prifysgol Wreccsam Wrexham University



<b>Faculty/Department</b>	Faculty of Arts, Science and Technology
<b>Section</b>	Applied Science
<b>Job Title</b>	Science Laboratory Technician
<b>Reports to</b>	Lead of Subject Area
<b>Grade</b>	O&A3

## Principal Accountabilities

- Maintenance of equipment.
- Maintain an up-to-date inventory of tools, equipment, materials and furniture within all science labs.
- Ensure that all equipment is appropriately cleaned and stored after use, any damaged or worn out equipment reported, recorded and repaired as required.
- Ensure regular safety checks of equipment and materials in all areas is performed and recorded in a satisfactory manner and maintain maintenance records as required.
- Use and prepare equipment and samples in response to job requests and standard operating procedures to ensure that work can take place on time.
- Maintain oversight of consumable materials ensuring that consumable materials are used cost-effectively are accessible to staff and students and are correctly disposed of as and when required.
- Undertake a bi-annual total stock check of all sites to review levels and expiry dates, ensuring that a stock rotational system is in place to ensure that old equipment/chemicals are used before new ones.
- Maintain technical specifications for portable and installed equipment/services.
- Report items that need replacing or any new purchases required to the Faculty Office with accompanying rationale ensuring that recommendations are made in line with University procurement procedures and are deemed to be cost effective in terms of purchase and service level agreement.

### **Teaching & Learning Support**

- Provide technical support to academic staff in setting up and clearing away experiments related to teaching and research, across all science areas and lab spaces in the faculty.
- Provide technical support for the production of learning and research resources in applied science (Forensic Science, Biochemistry and Analytical chemistry).
- Provide Health and Safety inductions to students on usage of equipment and materials in the lab.
- Provide technical oversight of the lab space and show other individuals how to use equipment, where appropriate.
- Assist with research and income generating projects.
- Supervise students working in the laboratory and provide advice and guidance.
- Support users of the learning and research resources provided, ensuring appropriate usage and providing an initial trouble shooting service where possible or referring the problem to the IT Department.

### **Liaising and Networking**

- Liaise with academic and operational staff within the Faculty and wider university.
- Liaise with external suppliers, contractors manufacturers and service companies to establish efficient communication and helpdesk trouble shooting.
- Attend relevant Faculty meetings and staff development opportunities.
- Work as part of a broad team of technical support staff and with academic staff and Programme Leaders, directed by the Associate Dean for the subject area.
- Work largely unsupervised to complete prioritised tasks.
- Supervise students during technical experiments and tasks.

### **Teamwork and Motivation**

- As part of a broad technical team, provide support as directed for subject areas across the faculty where appropriate and matched with the relevant skills and expertise of the post holder.

### **Health and Safety**

- Maintain up-to-date risk registers and health & safety documentation.
- Write, conduct and review risk assessments for all activities in the lab.
- Ensure that up-to-date COSHH and MSDS sheets are accessible.
- Complete required documentation and follow the correct procedure for reporting any Health and Safety issues / incidents to the Faculty Leadership Team.
- Ensure that any actions from the annual audit are addressed and closed down within the required timescale.
- Ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessment are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

### **Professional Development**

- Identify and meet personal development objectives and training requirements.
- Attend mandatory University training sessions associated with Health and Safety at work e.g., equipment moving and handling, fire safety, etc.



- Keep abreast of new technological developments in the field. Assess and report upon their suitability for use in the University environment.

### **Work Environment**

- Be responsible for maintaining a tidy, professional working environment.
- Comply with Health & Safety directives completing risk assessments, fire assessments, and so on.
- Work predominantly under own direction, safely, in checking equipment and materials.
- Physical lifting and moving of equipment will be a common element of the job.

## **General Duties**

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

## **Review**

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

# Person Specification

**Job Title:** Science Laboratory Technician

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Have the ability to operate equipment and manage resources across a range of standard lab/workshop machinery and equipment safely and prepare materials, following established practices or techniques within the different areas of applied science, e.g. forensic science, biochemistry and analytical chemistry.	A, I	E
		1.2	Able to effectively communicate at all levels.	A, I	E
		1.3	Have strong interpersonal skills.	A, I	E
		1.4	Have excellent organisational and prioritisation skills.	A, I	E
		1.5	Have the ability to work to targets.	A, I	E
		1.6	Have a careful attention to detail be able to maintain accurate documentation.	A, I	E
		1.7	IT competency commensurate with the role.	A, I	E
2	General & Specialist Knowledge	2.1	Knowledge and experience in working in a science laboratory environment.	A, I	E
		2.2	Familiarity and understanding of Health and Safety regulations.	A, I	E
3	Education & Training	3.1	HNC level technical qualification or a BSc or equivalent in a science related field.	A, I	E
		3.2	A teaching qualification or Fellowship of the Higher Education Academy (now Advance HE).	A, I	D

4	Relevant Experience	4.1	Experience of working in a science laboratory setting.	A, I	E
		4.2	Experience of conducting, writing and reviewing risk assessments including COSHH and MSDS.	A, I	E
5	Special Requirements	5.1	Have a high degree of motivation and self-sufficiency.	A, I	E
		5.2	The ability to communicate through the medium of Welsh.	A, I	D
<b>Date of Revision</b>					

<b>Key</b>	<b>Identification Method</b>	<b>A</b>	Application Form
		<b>I</b>	Interview
		<b>T</b>	Test
		<b>C</b>	Copy of Certificates
		<b>P</b>	Presentation
		<b>G</b>	Group Assessment
	<b>Rank</b>	<b>E</b>	Essential
		<b>D</b>	Desirable

