

## JOB DESCRIPTION



<b>Job Title</b>	Laboratory Coordinator	<b>Duration</b>	Permanent
<b>Division</b>	Collections Care and Access	<b>Hours/FTE</b>	36
<b>Dept</b>	Conservation		
<b>Reports to</b>	Senior Conservation Scientist	<b>Direct Reports</b>	None

### Context

The V&A is the world's leading museum of art, design and performance, and the custodian of an extraordinary and extensive collection spanning decorative and applied arts. Working with and for our visitors, we are changing how our extensive Collections are cared for, seen, understood and enjoyed.

The mission of the Collections Care and Access division is to manage, preserve, and provide access to the V&A's collection in both physical and digital format, working across multiple V&A sites, at South Kensington, Bethnal Green and in Stratford. The division is made up of the following departments: Conservation, Technical Services, Collections Management, Photography and Digitisation and Collections Access.

The Conservation department brings excellence and innovation to the long-term care of the V&A's collections, supporting access to the collections, the V&A's public programme, and care of collections research initiatives.

### Main Purpose of job

The Laboratory Coordinator works closely with the conservation scientists to provide technical support for research and materials analysis in the Conservation Department, while ensuring the smooth and safe access to the laboratory and efficient running of specialist equipment.

The post holder is responsible for coordinating routine laboratory support functions. They will interface with conservators, curators, and researchers supporting the planning and completion of all aspects of routine sample analysis. The post holder will be responsible for equipment maintenance and health and safety procedures, as well as general laboratory administration.

### Key Responsibilities

Work as part of a team providing technical support for research and routine materials analysis using a wide range of laboratory equipment. Focus on quality by ensuring that all work performed is accurate, complete and performed within the timeframes defined. Meets department standards for productivity and quality.
Manage the laboratory and ensure efficient use of space, equipment, materials and resources.
Perform basic technical processes as assigned, including processing and preparing samples, designing and executing laboratory testing, making observations and interpreting findings.
Document, compile, and assist with interpreting experimental data. Process and organise laboratory reports, records, ensuring efficient and accessible information systems.
Provide essential general support for smooth running and safety of laboratory.
Organize and store all chemical substances, fluids and compressed gases according to safety instructions. Carry out mini-audits and daily safety checks.
Maintain equipment and assist in ordering laboratory supplies, carrying out basic housekeeping tasks.
Be responsible for Health and Safety, regularly review COSHH, risk assessments, method statements and

working practices. Ensures Health and Safety compliance is integral to the culture of all research activities.

*The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role.*

### Person specification

Job Specific	Qualification in a physical sciences subject, as Laboratory Technician, or equivalent studies or experience.
	Experience of working in lab environment in either an academic or other environment with experience in common laboratory-relevant techniques.
	Ability to perform analytical tests such that results are in agreement with a standard and/or duplicate testing by a recognized laboratory.
	Knowledge of Health and Safety legislation and ensure implementation and compliance.
	Knowledge of maintenance of laboratory equipment and facilities.
	Ability to work independently.
	High level of organizational skills.
	Scientific analysis skills and knowledge of scientific method.
Core Skills	Understanding of good research practices and techniques.
	Excellent standard of written English and highly numerate with the ability to carry out complex numerical analysis.
	Significant interpersonal, influencing, and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties
	Experience of using MS Office and other relevant IT systems to an intermediate / advanced level
	Significant experience of managing and prioritizing a high workload and multiple complex issues and tasks in a changing environment with tight deadlines
Behaviours	<b>Respects</b> others' expertise, time, perspectives and contribution.
	<b>Takes responsibility</b> for delivering on actions, achieving high-standards and learning from mistakes
	<b>Open to change</b> , new ideas and suggestions; looks for opportunities for improvement and self-development
	<b>Works with others</b> outside their own department in a collaborative, understanding, and, engaging way.
	<b>Actively leads and manages others</b> , taking ownership of corporate decisions and role models positive behaviours.
Desirable	Knowledge of the V&A and its collections.
	Knowledge of scientific and statistical methods for acquiring, processing and visualizing data, including basic coding skills.

Hours: Net working hours (i.e. excluding meal breaks) are 36 per week.

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.