

TECHNICAL TUTOR (Genetics & Biochemistry)

Maternity Cover

Job Ref: REQ171208

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Internationally recognised for its contribution to the study of sport, exercise and health, the School has wide-ranging expertise, encompassing such diverse areas as biomechanics, medicine, molecular and cellular biology, nutrition, pedagogy, psychology, physiology, sociology, economics and sport management.

The School has an active and ambitious plan to grow capacity and influence through developments as part of the National Centre for Sport and Exercise Medicine, Loughborough in London, and StemLab.

The School has a vibrant staff and student population with more than 200 staff and 2,000 students, 6 undergraduate, 7 postgraduate programmes and working closely with other Schools on cross-programmes.

The School is extremely proud to have held an **Athena SWAN Silver Award** since 2013, recognising the commitment and work of the School in addressing gender inequalities in Science, and to improving career progression for female academics.

The School is committed to ensuring that female students and staff are able to achieve their full potential, and provides a flexible and open working culture to enable staff to maintain a work-life balance.

We support our Athena SWAN initiatives by investing in:

- Bespoke leadership programmes to encourage and build confidence in women to take leadership roles.
- Working lunches, where needed, to enable meetings to be held between 10.00am and 4.00pm (as per our Silver Action Plan).
- Monthly coffee mornings which provide opportunities for networking and develop a sense of community within the School.
- Extra Mile Awards which recognise the 'above and beyond' contributions of staff from all job families and research students.

We also welcome applications from those staff who are looking to work part-time.

Further information about Athena SWAN and the School's commitment to uphold the Silver Award can be found at: <http://www.lboro.ac.uk/departments/ssehs/about/athena-swan/>

Job Description

Job Family & Grade: Specialist & Supporting Academic Grade 6

Job Purpose: To supervise the day-to-day running of teaching and research laboratories, and to lead aspects of lab-based teaching on undergraduate and postgraduate programmes within the School.

Job Duties & Responsibilities:

Technical Support

- To ensure the efficient running of the School's genetics, biochemistry and biology teaching laboratories.
- To work as part of a teaching team to lead appropriate lab-based sessions and lab-based modules.

- To work as part of the teaching team to lead the development of the lab-based component, for example laboratory handbooks, updating of learn and teaching material in response to own reflection and feedback.
- To work with module leaders to organise teaching support for lab-based sessions, and to supervise supporting staff.
- To organise and set-up lab sessions, and to work as part of a team ensuring that sufficient consumables are in stock, equipment is maintained and in working order.
- Providing technical and teaching support, as required, for laboratory classes not leading.
- Supervising undergraduate and postgraduate students in the laboratories undertaking project work, including induction into appropriate labs.
- Assisting with projects in support of academic activity.
- Co-ordination of regular safety checking, servicing and maintenance regimes for laboratory equipment, maintaining health and safety records, including COSHH (where appropriate).
- To ensure all teaching and research activities are documented and in compliance with legislation in regulation with the Human Tissue Act.
- To support academic activity through personal tutee, marking, providing students with feedback and providing pastoral support.

Other Related Activities and Functions

- To engage in training programmes in the University (eg. as provided by Professional Development section), consistent with the needs and aspirations of the postholder and the School.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Points to Note:

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions:

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility:

Reports to the Learning & Teaching Discipline Group Lead (Physiology & Nutrition)

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

ESSENTIAL

Area	Criteria	Stage
Experience	Experience of laboratory techniques and procedures in biochemistry, genetics or a related area	1,3
	Experience assisting with laboratory classes in human/molecular biology or a related area	1,3
Skills and abilities	Competence in laboratory procedures (eg. biochemical and molecular genetics techniques, PCR, genotyping, DNA microarrays, forensic analyses) sufficient to support biology teaching and research	1,3
	Experience of biochemical assays (eg. hormone levels, blood chemistry)	1,3
	Familiarity with laboratory health and safety procedures	1,3
	Ability to run tutorials and lead laboratory classes, to supervise demonstrators employed to assist, and demonstrate equipment in laboratory classes, without supervision	1,3
	Ability to write Lab reports	1,3
	Ability to communicate well with a wide range of people	3
	Ability to work well individually and as part of a team	3
	Competence in ICT	1,3
	Numeracy skills	1,3
	Training	A willingness to train for a First Aid Certificate
A willingness to undertake further training as appropriate and to adopt new procedures as and when required		3
Qualifications	Graduate in a biological science, human biology or related academic discipline	1
Other	Commitment to observing the University's Equal Opportunities policy at all times	3

DESIRABLE

Area	Criteria	Stage
Experience	Experience with molecular biology laboratory techniques and procedures	1,3
	Experience leading modules on undergraduate Human Biology, biological science or related programmes	1,3
Skills and abilities	Expertise with specialist genetics equipment and techniques	1,3
	Ability to provide support for postgraduate research	1,3
	Ability to contribute to modules and lecture to undergraduate and postgraduate students at introductory level in other areas of the biology degree syllabi	1,3
	Ability to plan and organise quality teaching	1,3
Training	First Aid certificate	1,3
Qualifications	Postgraduate qualification in a related discipline	1

Conditions of Service

This post is offered on a full-time, fixed-term maternity cover contract for 12-months or the earlier return of the post-holder whichever is the soonest, starting 15th January 2018, or as soon as possible thereafter. The position is within the *Specialist & Supporting Academic* job family, Grade 6 (£29,799 - £38,833 per annum); subject to annual pay award and at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Dr Katherine Brooke-Wavell, Senior Lecturer in Human Biology & Learning & Teaching Discipline Group Lead (Physiology & Nutrition), by email to K.S.F.Brooke-Wavell@lboro.ac.uk or by telephone on 01509 222749

Applications

The closing date for receipt of applications is **Monday 1st January 2018**. Interviews will be held in early January 2018 (date tbc).