

Laboratory Technician

Job Ref: REQ180302

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Technical Services Grade 3

Job Purpose

The purpose of the job holder is to provide technical support as part of a team in the School of Science to support and enhance the department's technical, teaching and research capabilities. The post will be based in the Physics Department but may also be required to provide support to laboratories in the Chemistry Department.

Job Duties

- Provide technical support to teaching laboratories under the supervision of the laboratory Technical Tutor or Senior Technician. This will involve a variety of tasks, which include the preparation of equipment and materials for practical sessions as well as the turnaround of laboratories in between practical classes and support for undergraduate experimental projects. In-house training will be given to the job holder for any work that is unfamiliar.
- Under supervision assist in the maintenance of laboratory equipment, including low and high temperature systems, glassware, optical systems, measurement instruments and vacuum systems, utilising workshop facilities where necessary.
- Work closely with, and provide support for, research groups, academics, postgraduates, and undergraduates as part of a team under supervision from Technical Tutors or senior technicians in the department.
- Carry out tasks in the department's teaching labs, working with the Technical Tutors or senior technicians, with a view to understanding the work processes involved.
- Help with preparations for seminars and showcase lectures.
- Communicate effectively, with technical staff, academics, students, and visitors, to complete required tasks.
- Build and maintain working relationships with technical support staff in other departments.
- Attend training courses on the wide ranging health and safety regulations pertaining to the work carried out in the department and to complete further training, as necessary, on subjects relating to the job holder's work within the department. This may necessitate learning new techniques and areas of expertise, and may require attendance at both internal and external courses.
- To undertake other general tasks and duties, commensurate with the level of the post, as directed by the Technical Tutor or Technical Facilities Manager.
- The job holder will work as part of the department's technical team carrying out routine technical or scientific tasks under regular supervision. Tasks will be mainly standardised and straightforward within well-established routines and procedures. As the job holder gains more experience through working within the department and taking training courses the role holder will be expected to take on more challenging aspects of the role and to take on increasingly less routine tasks and responsibilities.
- Work to, and implement, health and safety regulations with respect to work undertaken.

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 Technical Tutor.

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 Criteria

Area	Criteria	Stage
Experience	Prior general scientific work experience	1, 3
Skills and abilities	Aptitude and interest for practical science, preferably Physics based	1, 2, 3
	Ability to work efficiently and accurately	1, 2, 3
	Highly motivated	1, 3
	Work well with others, be part of a team.	1, 3
	Good communication skills	1, 3
	The ability to learn new skills, techniques and processes.	1, 3
	To be I.T. literate, to use Microsoft Windows, Office, e-mail and the internet	1, 3
	Training	A willingness to undertake further training is essential
	Prepared to undertake first aid training	1, 3
	A willingness to adopt new processes, procedures and techniques appropriate to the role	1, 3
Qualifications	4 GCSEs (or equivalent) including Maths, English	1, 3
	A level (or equivalent) in a Science subject	1, 3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1, 3
	Flexible approach to working hours to ensure scheduled laboratory sessions are supported.	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in an education environment	1, 3
	Experience of working in Physics laboratories	1, 3
Skills and abilities	Understanding of basic Chemistry principles.	1, 3
	Ability to use equipment typically found in Physics laboratories.	1, 3
Qualifications	Degree or HNC/HND (or equivalent) in Physics or a related subject.	1, 3
	NVQ level 2 or other relevant vocational qualification.	1, 3
Training	Manual Handling Training	1, 3
	COSHH and Health and Safety	1, 3
	First Aider	1, 3
Other	Help with outreach activities/open days (occasional Saturdays)	1, 3

Conditions of Service

The position is full time and open ended. Salary will be on Technical Services Grade 3 (£16,983 - £19,305 per annum) 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 Grade 5 and below 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 Steve Elliott, Technical Facilities Manager by email at S.J.Elliott@lboro.ac.uk or by telephone on 01509 222595.

Application

The closing date for receipt of applications is **20 May 2018**.