

TECHNICAL OFFICER IN BIOCHEMISTRY (Learning & Teaching)

Term-time; annualised hours

Job Ref: REQ180783

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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. Working together on 6 undergraduate, 7 postgraduate programmes as well as working closely with other Schools on cross-discipline 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: Technical Services Grade 5

Job Purpose: To provide technical support to the staff and students involved in biochemistry and genetics teaching across undergraduate and postgraduate programmes. It should be noted that the postholder will work on an annualised hours contract, and will be expected to work the bulk of their hours during teaching time.

To work as part of the broader technical team supporting the School's strategic aims.

Job Duties:

- Set-up, clean, calibrate and undertake minor repair of instruments used in laboratory classes in line with the requirements of the Technical Tutor team and academic staff for each session.
- Assist the Teaching Team in laboratory classes by demonstrating techniques and supporting the students learning under the direction of the technical tutor.
- Maintain an inventory of equipment and consumables ensuring adequate supplies are in place to meet demand.
- Maintain records of calibration and equipment checks.
- Set-up, clean, calibrate and undertake minor repair of instruments used for research, as requested by academic staff, researchers and project students.
- Ensure safe practice in laboratories, to include the performance of spot checks of lab users and escalation as appropriate where unsafe practise occurs.
- Support undergraduate and postgraduate research projects by providing an explanation and demonstration of data collection techniques, safe lab practise and helping students to obtain reliable data.
- Co-ordinate the bookings of lab equipment and lab space requested by academic staff, researchers and project students in the teaching space.
- Contribute to the production of standard operating procedures and risk assessments for using equipment and data collection techniques.
- Purchase lab consumables on behalf of the teaching group for Clyde Williams and STEM Lab
- Perform market research on physiology equipment that is used in industry with a view to purchasing new equipment.
- Liaise with manufacturers regarding the purchase of new equipment.
- Provide lab inductions, to include health and safety and compliance.
- Maintain a full inventory of the equipment housed within the facility and liaise with manufacturers regarding maintenance and servicing.
- Technician support for audio-visual and other School resources.
- Act as the Environmental Champion for the building.

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 Senior Technician in Biological Sciences

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	Significant experience of biochemistry laboratory techniques	1,2,3
	Experience of working as part of a team	1,3
	Experience gained working in a lab environment	1,3
	Experience of conducting biochemistry-based research	1,2,3
Skills and abilities	Excellent interpersonal skills	3
	Knowledge of key health and safety issues	1,2,3
	Excellent organisational and time management skills	1,3
	Good IT skills	1,3
	Ability and willingness to learn about the techniques used in the School	1,3
	Ability to set up lab classes and willingness to move equipment	1,3
	Friendly, personable and helpful attitude	1,3
	Flexible in terms of working hours	1,3
Training	A willingness to update First Aid and Health and Safety requirements, and undertake further training, as required	1
Qualifications	Science-based A-Levels (or equivalent)	1,3
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	3

DESIRABLE

Area	Criteria	Stage
Experience	Experience of working in higher education	1,3
Qualifications	A degree in Sport Science or Human Biology	1
	BASES Accreditation	1

Conditions of Service

The post is offered on an open-ended contract with annualised hours (1110 hours per year) with a requirement to be present to meet the needs of the teaching schedule. It is likely that the post-holder will work full-time during most teaching weeks, and only minimal hours out of term. The salary will be within the *Technical Services* job family, Grade 5 (£24,771 - £29,515 pro rata per annum); starting salary to be confirmed on offer of appointment. Subject to annual pay award.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grades 1 - 5 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 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/>

Application & Interview

The closing date for receipt of applications is **Sunday 30 September 2018**.

Interviews will be held during w/c 8 October.