

Laboratory Assistant (Part-time – 0.5FTE)

Job Ref: REQ190147

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 is to provide technical and non-technical support for laboratory and field-based teaching and research in the Geography and Environment subject area.

Job Duties

1. Support activities in teaching and research laboratories under the supervision of the Laboratory Manager, Laboratory Technician or relevant academic member of staff. This will involve a variety of tasks, which may include the preparation of chemicals and materials for practical sessions and field sessions, as well as the turn-around of laboratories after practical classes and support for undergraduate study. In house training will be given to the job holder for any work that is unfamiliar.
2. Assist in registration, monitoring, maintenance and storage of laboratory and research equipment.
3. Work closely with, and provide support for, research associates, academics, postgraduates, and undergraduates under supervision from the Laboratory Manager or Laboratory Technician where required.
4. Carry 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 they will be relied upon to carry out these duties independently and using their own initiative. Where no standard procedure exists, the job holder will work with the team to create one.
5. Ensure teaching and research laboratories are maintained to a suitable standard so that work can continue unhindered within these spaces. This includes ensuring the Geography Meteorological site and associated grounds are maintained to defined standards.
6. Help with preparations for open days and other associated events.
7. Communicate effectively with technical staff, academics, students, and visitors, to complete the required tasks to the required standards.
8. Build and maintain working relationships with fellow support staff across the university.
9. Attend training courses on the wide ranging health and safety regulations pertaining to the work carried out in Geography and Environment and complete further training, as necessary, on subjects relating to the job holder's work e.g. safe manual handling
10. Work to, and implement, health and safety regulations with respect to work undertaken and the working environment e.g. CoSHH.
11. To help Geography and Environment follow correct university procedure by ensuring compliance with

such policies as the water safety policy and vehicle policy amongst others. Carry out the necessary weekly/monthly checks as required.

12. Undertake other general tasks and duties, commensurate with the level of the post, as directed by the Laboratory Manager or Laboratory Technician.

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 including Respecting Diversity.

The post holder may be required to work outside of normal office hours if necessitated by the exigencies of the service.

Organisational Responsibility

Reports to: Laboratory Manager

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
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Qualifications	4 GCSEs including Maths and English (or equivalent).	1,3
Experience	General scientific work experience.	1,3
	Experience of successful adoption of strict Health and Safety demands	1,2,3
Skills and Abilities	Aptitude and interest for practical science.	1,3
	Ability to work efficiently and accurately.	1,3
	Highly motivated.	1,3
	Work well with others, be part of a team.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Show a 'can do' attitude with a positive attitude to change.	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
	Able to identify and where necessary rectify potential hazards/risks within the workplace.	2,3
Training	A willingness to undertake further training is essential.	1,3
	Prepared to undertake first aid and fire marshal training.	1,3
	A willingness to adopt new processes, procedures and techniques appropriate to the role.	1,3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1,3
	Good levels of physical fitness commensurate with manual handling and the transport of goods and equipment.	1,3

Desirable Criteria

Area	Criteria	Stage
Qualifications	GCSE or equivalent in Chemistry, Geography or General Science.	1,3
	NVQ level 2 or other relevant vocational qualification.	1,3
Experience	Work in a laboratory environment, in education or industry	1,2,3
Skills and Abilities	Understanding of basic scientific principles.	1,3
Training	Manual Handling Training.	1,2,3
	CoSHH and Health and Safety.	1,2,3
	First Aider.	1,3

Other	Flexible approach to working hours to ensure scheduled laboratory/field sessions are supported.	1,3
	Full clean driving license with D1/D1E driving permission	1,3
	Willing to work on the occasional Saturday (no more than once per year – University Open Days).	1,3

Conditions of Service

The position is part time (0.5FTE) and open ended. The salary will be paid on a Technical Services Grade 3 (£17,408 - £19,730 pro rata per annum) at a 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 to 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 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/>

Applications

The closing date for receipt of applications is **25 February 2019**. Interviews will be held on **12 March 2019**.