School of Sport, Exercise & Health Sciences

Loughborough University

Technical Officer

Sport Performance, Digital Health and Behaviour

REQ210767

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

1. To provide technical support to enable the staff and students involved in the measurement of human activity, including those working in sport performance analysis, psychology and physical activity and health.
2. To prepare, organise and set up laboratory classes and other practical teaching spaces, as required
3. To be responsible for the maintenance, servicing and set-up of sport performance analysis hardware devices, apps and software, and to maintain an inventory of equipment and software.
4. To be responsible for the maintenance, servicing and set-up of digital health and behaviour devices, apps and software and to maintain an equipment and software inventory and allocating equipment.
5. To trouble-shoot issues with the above-mentioned equipment and associated software.
6. To work as part of the broader technical team supporting the School's strategic aims.

Job Duties:

- To provide technical support to a wide range of disciplines that use digital devices for sport performance analysis, digital health and behaviour, and psychology.
- To be responsible for developing and maintaining an inventory of devices and associated software or equipment, and overseeing its allocation to different users.
- To oversee the Performance Analysis, Digital Health and Behaviours laboratories, eg. physical activity, sedentary behaviour and sleep.
- To ensure that all equipment is regularly maintained, calibrated and ready for use.
- Ensure software is kept up-to-date, adequate licenses are held, and that the data collected is accurate and secure.
- Trouble-shoot issues that arise from the utilisation of equipment, in particular its interface with other equipment or software.
- Demonstrate the operation and use of equipment to staff, students and occasionally visitors.
- Set-up, clean, calibrate and undertake the minor repair of devices used in teaching and/or research and/or enterprise in line with requirements.
- Contribute to the maintenance of a shared inventory of equipment and consumables ensuring adequate supplies are in place to meet demand.
- Maintain records of equipment calibration checks
- On occasion, as required, assist the Teaching Team in laboratory classes and practical sessions by demonstrating techniques and supporting the students learning under the direction of the Lead Tutor.
- Co-ordinate the bookings of equipment and space requested by academic staff, researchers and project students.
- Provide support and co-ordination to student projects.
- Purchase consumables for the School's laboratories and teaching areas.
- Contribute to data management processes for sport performance analysis data sets.
- Provide support and co-ordination for filming and coding of sport performance analysis practical sessions, as required.
- Support the Technical Resources Manager in purchasing, as requested.
- Provide laboratory inductions, including health and safety and regulatory compliance.
- Provide technician support for audio-visual and other School resources, as required.
- To assist in the development, programming and use of specialist equipment, software or processes in research and teaching.
- To support staff in their online teaching and aid in the formation of online content.
- Assist in the preparation and review of standard operating procedures and risk assessments.
- To liaise with outside companies and agencies as necessary.
- Act as an Environmental Champion within the School.
- Undertake any other duties as requested by the School Operations Manager.

Points to Note:

The purpose of this job description is to indicate the general level of duties and responsibilities 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

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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 working with digital devices interfacing with software	1,2,3
	Experience of working as part of a team	1,3
	Experience gained operating in a laboratory environment	1,3
Skills and abilities	Excellent interpersonal skills, including the ability to interface with staff and students	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 laboratory/practical classes and willingness to move equipment as required	1,3
	Friendly, personable, and helpful attitude	1,3
	Flexible in terms of working hours and duties	1,3
Qualifications	Science-based or IT A-Levels (or equivalent)	1
Training	A willingness to undertake / update First Aid and Health and Safety requirements, and undertake further training as required	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
	Experience of working within sport performance analysis	1,3
	Experience of working with hardware/software in sport performance analysis, including Apple Mac OS and Windows devices	1,2,3
	Experience of working with digital devices/software in digital health and behaviour	1,2,3
Qualifications	A relevant undergraduate degree or significant experience of working with digital devices and/or within sport performance analysis	1

Conditions of Service

The full-time post is offered on an open-ended contract within the *Technical Services* job family at Grade 5 (£25,627 - £30,497 per annum); 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 staff employed on Grade 5 and below, details of which can be found here.

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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/

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