

H&S Testing Technician (Two part time positions available)

Job Ref: REQ210976

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Fixed term till 31 December 2021

Job Description

Job Grade: Operational Services Grade 5 (TE5)

Job Purpose:

To support the Strategic Scientific Technical Lead (Lead on Chemical, Radiological or Biological Safety) in leading a team that delivers a high quality, reliable PCR Covid Testing Service to all staff, students and key campus partners.

Key Tasks:

- In conjunction with the Strategic Scientific Technical Lead (Lead on Chemical, Radiological or Biological Safety) support and manage the symptomatic testing of staff and students as required, organising the booking schedule and inventory.
- Ensure all parts of the process are working and revise procedures with Strategic Scientific Technical Lead as required
- Ensure Stocktakes are completed with necessary DCMS returns submitted. Ensure sufficient stock of kits/PPE/resources are maintained, placing orders as required.
- Co-ordinate testing research projects involving with antibody research.
- Testing for Test and Release ensuring compliance with Government requirements
- Regularly review and update methodology and working processes as the Covid19 testing adapts to new variant strains.
- Lead set-up of Satellite Centres as demand requires, coordinating with SDC on athlete required testing and flight certifications.

Staff – Development and Delivery

- To develop the operations; ensuring all are suitably trained and knowledgeable and train all technical colleagues within the testing centre.
- To monitor and review standards and audit accordingly.

- Ensure full compliance with all statutory obligations, including; all health and safety, fire and building regulations.
- Principal Key Holder for the building, liaising with FM and SDC Sports Capital Strategy and Maintenance Manager as required.
- To carry out any other duties, commensurate with grade, that may be reasonably requested.

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

The post holder will be required to work shifts including evenings, weekends and bank holidays / university closure days.

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 Strategic Scientific Development Officer (Lead on Chemical, Radiological or Biological Safety) and SDC Operations 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/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in a customer focussed environment.	1,3
	Excellent communication skills.	1,2,3
	High personal integrity and motivation.	3
	Ability to use own initiative and work effectively as part of a team.	1,3
	Have a positive 'can do' attitude.	1,3
	Punctual, flexible and reliable.	1,3
Qualifications	Degree or equivalent relevant experience.	1
	High level of literacy and numeracy.	1
Equality & Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace.	1,3
Training	Be committed to, and actively participate in, a programme of continuing personal professional development.	1,3
Other	Willingness to work irregular hours as necessary.	1
	Knowledge of Health & Safety legislation.	1,3
	A commitment to observe the University's Equal Opportunities and Health & Safety policies at all times.	1,3

Conditions of Service

The positions are part time for between 14.8 (0.4 FTE) and 29.6 (0.8 FTE) hours and fixed term post, initially offered until 31 December 2021. Internal secondments will be considered. Salary will be on Operational Services Grade 5 (£25,627 - £29,614 per annum) at a starting salary to be confirmed on offer of appointment. It may be necessary to work outside normal working hours, including evenings, weekends and bank holidays. Also, work schedules may be subject to change at short notice due to the dynamic nature of the environment. As such this role qualifies for a flexibility allowance of 7.5%.

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 **28 September 2021**.