

Technical Tutor (Chemistry – Bioscience Lab)

REQ211173

Please note that, as part of the University's ongoing commitment to redeployment, this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 6

Job Purpose

To support learning and supervision of taught practical sessions in the Bioscience laboratories and laboratories in the wider Chemistry Department. The role requires: the application of substantial experimental subject expertise; the provision of technical instruction; skilled experimental direction; provision of design-advice; and the delivery of Health and Safety guidance. The role supports: undergraduate, postgraduate-taught and postgraduate-research students; as well as academic and research staff.

Job Duties

- To maintain the Chemistry and Bioscience laboratories and associated instrumentation, to enable undergraduate, postgraduate taught, research students and staff to safely carry out practical work.
- To share expertise in biological techniques and experimental protocols and to train users to ensure operational continuity.
- To proactively plan and prepare laboratories for undergraduate and postgraduate classes/projects and ensure equipment and laboratory materials are available.
- To deliver timetabled laboratory sessions (as part of a team with academic staff), including demonstration of experiments.
- To have supervisory responsibility for students in timetabled laboratory sessions and to assist with the assessment of experimental practical skills.
- To be responsible for monitoring stock and levels of laboratory materials, consumables, components and serviceable parts for equipment, and to be responsible for their procurement to an agreed budget.
- To be responsible for the preparation of apparatus and equipment for laboratory classes and provide advice as well as assistance to users (including technical support for equipment associated with experiments, the preparation of microbiological media, maintaining subcultures of micro-organisms and other materials for biochemistry, microbiology and pharmacology laboratory classes).
- To contribute by sharing knowledge and expertise in the development of technical/scientific solutions in support of research projects.
- In conjunction with academic staff, develop, test, and construct/prepare new experiments
- To have technical responsibility for (operating, demonstrating/training, maintaining and calibrating) laboratory equipment and instrumentation (e.g. plate reader, PCR, flow cytometer, centrifuges, pipettes, UV spectrometers)

- To assist and support activities in other laboratories when required.
- Working with the School Safety Officer, taking a proactive approach to Health and Safety within the School and contribute to the continual development of good practice using a risk-based approach.
- To act as, or co-ordinate with, Health and Safety duty holder as required (e.g. HTA Quality Manager).
- To ensure the laboratories are maintained, tidy and serviceable at all times and to ensure all housekeeping is undertaken to a high standard.
- To coordinate duties of technical support staff in the laboratory and for other members of the technical support team as required.
- To ensure safe handling and disposal of laboratory materials and ensure that all work surfaces are free from contamination (including microbiological contamination).
- To act as the line manager for members of the technical support team.
- To act as a technical representative on School/University working groups as required.
- To undertake any other duties, commensurate with the grade of the role, at the request of the School Technical Facilities Manager or School Operations Manager.

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 have a duty and commitment to observing the University's Equality, Diversity and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equality, Diversity and Inclusion legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity, Information Security and, where appropriate, Recruitment and Selection.

There will be a requirement to undertake further training relevant to the role, both in laboratory techniques and specific Health and Safety related areas.

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: School of Science Technical Facilities Manager

Responsible for: Technical Team Members within Chemistry

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	Substantial previous practical experience of working in a Chemistry or Biology teaching or training/research environment in a technical capacity.	1,3
	Experience of supervising staff and/or students.	1,3
	Previous experience of Bioscience lab instrumentation and experimental techniques, including aseptic techniques for cell culture.	1,2,3
	Experience of training/teaching/instructing practical skills and complex instrumentation from undergraduate to degree level or above.	1,3
Skills and abilities	Thorough understanding of theories and principles of Chemistry and Biological Science.	1,2,3
	Extensive knowledge of biological techniques and methodologies.	1,2,3
	Accomplished at maintaining a wide range of laboratory equipment with a methodical approach to fault-finding and problem solving.	1,2,3
	In depth knowledge and understanding of COSHH and biological safety policy.	1,2,3
	Proven organisational skills and ability to work flexibly and independently.	1,3
	Proven communication skills and ability to interact effectively with trainees/students and staff.	1,3
	Able to demonstrate competency in the use of Bioscience laboratory equipment and instrumentation (including autoclave, centrifuge, flow cytometer, PCR, plate reader and UV spectrometers).	2,3
Training	A willingness and ability to undertake further training, both in laboratory skills and Health and Safety as outlined in the above job duties and special conditions.	1,3
	Demonstrate evidence of continuing professional development relevant to the role.	1,3
Qualifications	Degree in Chemistry, Biology or a closely related discipline.	1,3
Other	Commitment to observing the University's Equality, Diversity & Inclusion policies at all times.	1,3
	Flexible approach to working hours to ensure scheduled laboratory sessions are supported, help with Outreach/ Applicant Visit Day activities (occasional Saturday).	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of working within an academic/training environment.	1,3
	Experience of experimental Chemistry techniques, instrumentation and safety procedures.	1,3
Skills and abilities	Skilled in use of instruments such as, HPLC, GC.	1,2,3
Training	Human Tissue Act.	1,3
	First Aid	1,3
Qualifications	Higher degree/PhD in Biological Science or a related subject.	1,3
	Hold or be willing to work towards Associate Fellowship of the HEA.	1,3
Other	Understanding of lab infrastructure including biological safety cabinets.	1,3

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on a TECHNICAL SERVICES GRADE 6, (£31,406 – £40,927 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 Employment for **Technical Services Grade 6**, details of which can be found at <https://www.lboro.ac.uk/services/hr/conditions-of-service/grade6andabove/>

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

Closing date for applications: **14 November 2021**.