

## Laboratory Technician (Geography and Environment)

Full-time and Fixed term for 5 months commencing as soon as possible.

Job Ref: REQ221187

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 4**

#### Job Purpose

The purpose of the job holder is to provide technical support as part of a team in the Geography and Environment division and enhance the School's technical, teaching and research capabilities.

#### Job Duties

- The job holder will work as part of the technical team carrying out technical or scientific tasks, under general guidance but planned and organised independently. Initially, tasks will tend to be mainly standardised and straightforward within well-established routines and procedures. As the role holder gains more experience and training, they will be expected to undertake more complex aspects of the role and take on more challenging tasks and responsibilities. This may necessitate learning new techniques and areas of expertise and may require attendance at both internal and external courses.
- To continue the identification, consolidation, recording and where necessary, disposal, of current and historical research samples held within Geography & Environment.
- Help with preparations for open/visit days and outreach activities.
- Communicate effectively with technical staff, academics, students, and visitors, to complete required tasks.
- Build and maintain working relationships with technical support staff in other departments.

#### Technical Support for Laboratories

- Provide technical support to laboratories under the general guidance of the Laboratory Manager. This will involve a variety of tasks, which include:
  - Preparation of laboratory chemicals, materials and equipment for timetabled laboratory sessions and field work.
  - Ensuring equipment for standard techniques is ready for use.
  - Assisting with the provision of equipment and chemicals for research activities.
  - Turnaround and maintenance of laboratory areas and equipment between teaching and research activities.
  - Assisting in the disposal of waste chemicals, consumables and equipment.
- Work closely with, and provide support for, research groups, academics, postgraduates, and undergraduates; providing demonstration and modification of equipment, processes and techniques as and when required.

#### Laboratory Administration

- To maintain a chemical and equipment inventory.
- To maintain laboratory consumable levels as required.
- To help Geography and Environment follow correct university procedure by ensuring compliance with policies such as the water safety policy and vehicle policy amongst others.
- In conjunction with the technical team, play a supporting role in the identification, consolidation, recording and where necessary, disposal, of current and historical research samples held within Geography & Environment to

help work towards the application for a DEFRA sediment licence.

### **Health & Safety Practices**

- Implement and enforce health and safety regulations with respect to all lab activities and escalate issues as required.
- Attend training courses on the wide-ranging health and safety regulations relevant to the role and laboratory activities.
- Assist with routine compliance checks/audits as and when required.

### **Other**

- To understand and adhere to the University's work related policies e.g. IT Acceptable Use Policy, Equality, Diversity and Inclusion Policy, etc.
- To undertake other general tasks and duties, commensurate with the level of the post, as directed by the Laboratory 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 should hold 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 and Information Security.

There will be a requirement to undertake further training relevant to the role, both in laboratory techniques and specific Health and Safety related areas, including first aider, fire marshal and manual handling training. There will be some physical aspects of the role that require the use of manual handling techniques and equipment, including moving loads >5kg (such as lab equipment, chemical containers or gas cylinders). A degree of flexible working is required, to supported extended teaching activities, to provide support for Visit/open days and outreach activities and to support other labs when required.

The post holder will be expected to wear appropriate PPE when working in laboratories. This will be provided by the School and will include lab coat, safety glasses and nitrile gloves.

### **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/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Qualifications	A level in Geography/Environmental Sciences or equivalent. 5 GCSEs of minimum grade C/4 including Maths and English language.	1,3
Experience	Prior experience of working in a Geography/ Environmental Science laboratory. Without qualification an in depth knowledge of the relevant work area gained through previous on the job experience and practice in the specified skill base will be accepted.	1,3
Skills and Abilities	Aptitude and interest for practical science, preferably Geography/Environmental Science based.	1,2,3
	Ability to work accurately yet efficiently, planning and prioritising own workload.	1,2,3
	Understanding of current Health & Safety legislation, risk management and COSHH regulations.	1,2,3
	Ability to assess problems and use experience to determine solutions.	1,2,3
	Work well with others, be part of a team.	1,3
	Excellent communication skills.	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
	Highly motivated and displays a 'can do' attitude.	1,3
Training	A willingness and ability to undertake further training, both in lab skills and H&S, as outlined in the above job duties and special conditions (including first aid, fire marshal and manual handling).	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 laboratories are supported, help with outreach/Visit Day activities (occasional Saturdays).	1,3

### Desirable Criteria

Area	Criteria	Stage
Qualifications	HNC or equivalent in Geography/Environmental Science or a related subject.	1,3
	NVQ level 4 or other relevant vocational qualification.	1,3
Experience	Previous experience of working in a higher education environment.	1,3

Skills and Abilities	Practical knowledge of Geography/Environmental Science..	1,2,3
	Ability to use standard laboratory and field apparatus for Geography/Environmental Science and may have already used more sophisticated instruments.	1,2,3
Training	COSHH and Health and Safety.	1,2,3
	Handling of biological waste.	1,3
	Manual Handling Training.	1,3
Other	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 will be on a full time (annualised hours), open ended contract on **Technical Services Grade 4 (£22,149 – £25,642 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 Academic and Related 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/>