

## **Analytical Laboratory Technician**

The position is open-ended and part-time (0.5FTE).

**Job Ref: REQ221533**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 5 Job**

#### **Job Purpose**

To provide technical support to academic staff, students and researchers in both the physical geography laboratories and, where required, in the field. Also, to assist in the technical support and day-to-day operation of specialist equipment within the subject area. To contribute to, assist the development of, and enhance the research and teaching activities of the Geography and Environment subject area through provision of analytical technical skills.

#### **Job Duties**

1. Operate analytical equipment for the quantitative assessment of chemical and physical properties of water, sediments and soils. Present the data in a suitable format as dictated by the stakeholder and perform and interpret statistical analyses of the data where required.
2. Carry out routine maintenance of analytical laboratory equipment.
3. Prepare water, sediment and soil samples for chemical and physical analyses.
4. To act as a point of contact for all students with respect to laboratory/field related queries and providing information, and general advice and guidance, in a timely and effective manner. To work independently and use own initiative when dealing with unexpected student problems and emergencies, referring more complex problems to the Laboratory Manager.
5. Instruct and supervise research assistants, postgraduates and undergraduates in the operation of analytical laboratory equipment where appropriate.
6. Prepare biological materials (e.g. diatoms, pollen) and soil/sediment thin sections for optical microscopy.
7. Work to, and implement, any health and safety regulations relevant to the technical team and duties you are required to perform e.g. CoSHH. Together with other members of the technical team, review existing health and safety procedures. Address and improve where necessary.
8. Undertake further training as appropriate and adopt new procedures as and when required following the purchase of new laboratory equipment.
9. Support fellow laboratory staff in general tasks such as field trip support, vehicle and equipment instruction, equipment maintenance and equipment provision/storage.

10. Provide support to teaching laboratories under the supervision of the Laboratory Manager or relevant academic member of staff where applicable. 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.
11. Work closely with, and provide support for, research associates, academics, postgraduates, and undergraduates as part of a team, under supervision from the Laboratory Manager where required.
12. Write and review standard operating procedures where necessary. Where no standard procedure exists, work with the team to create one.
13. Ensure the department's analytical research laboratory is maintained to a suitable standard so that work can continue unhindered within this space.
14. Help with preparations for open days and other departmental events where required.
15. Provide technical support for both residential and non-residential field trips: prepare equipment and vehicles; accompany the group; provide transport for academics, students and equipment, driving department and hire vehicles and minibuses, where the need arises.
16. Communicate effectively with fellow technical staff, academics, students, and visitors, to complete the required tasks to the required standards.
17. Build and maintain working relationships with fellow support staff in other departments.
18. Attend training courses on the wide ranging health and safety regulations pertaining to the work carried out in the department and complete further training, as necessary, on subjects relating to the job holder's work within the department e.g. safe manual handling
19. 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 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/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Proven experience of working within a University or industrial scientific laboratory facility or environment.	1,3
	Experience within a student or other customer- focused environment.	1,3
Skills and Abilities	In-depth knowledge of working with analytical laboratory equipment requiring sound analytical and problem-solving capabilities.	1,3
	Able to plan, prioritise and work independently with minimal supervision.	1,3
	Ability to work independently on own initiative, know when to consult Lab Manager and willing to make a full contribution as a team player.	1,3
	To be I.T. literate, to use Microsoft Windows, Office, e-mail and the internet.	1,2,3
	Highly motivated, working well with others as part of a small team.	1,3
	Excellent interpersonal, organisational, oral and written communication skills and the ability to deal with people in a variety of situations.	1,2,3
	The ability to learn new skills, techniques and processes.	1,3
	Adaptable with a positive attitude to change.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Able to maintain confidentiality.	1,3
Training	Meets University requirements for driving cars and becoming a University Driver (e.g. Clean Current Driving Licence).	1,3
	Undertake continuous professional and personal development as required to fulfil role.	1,3
Qualifications	Willing to adopt new processes, procedures and techniques as appropriate to role and prepared to undertake further training where required.	1,3
	HNC in Science or related subject, or equivalent qualification, plus significant relevant experience.	1
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1,3
	Flexible approach to working hours to ensure deadlines are met and scheduled laboratory/field sessions are supported.	1,3
	Able to work under pressure.	1,3
	Levels of physical fitness to be able to manually handle / lift and transport goods and equipment.	1,3

**Desirable Criteria**

<b>Area</b>	<b>Criteria</b>	<b>Stage</b>
Experience	Served a Scientific Laboratory Apprenticeship.	1,3
Skills and Abilities	Experience of operating analytical equipment for the quantitative assessment of chemical and physical properties of water, sediments and soils. Such equipment may include: ion chromatograph, TOC, laser particle sizer, spectrophotometers, bio tek cytation cell imagining reader etc.	1,3
	Understanding of current Health & Safety legislation, risk management and COSHH regulations.	1,3
	Meets University requirements for driving minibuses and becoming a University Driver (e.g. Clean Current Driving Licence with D1E category, over 25 years of age).	1,3
	Used to working with other people in a laboratory setting.	1,3
Qualifications	A degree in natural sciences (Geography, Geology, Environmental Science, Chemistry or Physics).	1,3
Training	Manual Handling.	1,3
	CoSHH and Health and Safety.	1,3
	First Aider.	1,3
	Willing to work on the occasional Saturday (no more than once per year for University Open Days).	1,3

## Conditions of Service

The position is **part-time (0.5 FTE)** starting as soon as possible and open-ended. The salary will be paid on a Technical Services Grade 5 from £26,396 to 31,411 per annum pro rata; and 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 Operational and Administrative 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/>