

## TECHNICAL TUTOR IN BIOMECHANICS

**Full-time (37-hours per week); maternity cover for 12-months or the earlier return of the post-holder**

**Job Ref: REQ221709**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 is extremely proud to hold 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 progress 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 10am and 4pm (as per our Silver Action Plan).
- Monthly coffee mornings which provide opportunities for networking and developing a sense of community within the School.
- Extra mile award which recognises the above and beyond contributions of staff from all job families and research students.

We also welcome applications from those 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 6

**Job Purpose:** To support the Technical Resources Manager in the management and day-to-day supervision of the School's biomechanics teaching and research laboratories. The post-holder will assist with laboratory teaching within the School of Sport, Exercise and Health Sciences.

**Job Duties:**

#### *Teaching*

- To prepare, organise and deliver laboratory classes in biomechanics and other areas, as appropriate.
- To teach undergraduate and postgraduate students, and to participate in the associated examining processes, in particular laboratory assessments and marking at part A.
- To provide academic, pastoral support and advice to undergraduate students.
- To engage in the evaluation of modules for which the tutor has shared responsibility in terms of content, delivery and assessment.

- To prepare and run lab practicals.
- To supervise undergraduate and postgraduate students collecting data in laboratories.
- To demonstrate and instruct in the correct use of laboratory equipment to staff and students.
- To supervise equipment use during data collection and provide assistance as necessary.

### **Technical Support**

- Work with the Technical Resources Manager to ensure the efficient running of the School's teaching and research laboratories.
- Order and stock consumables, equipment and apparatus, manage the inventory and maintenance schedule for laboratory equipment.
- Provide technical support for laboratory classes, undergraduate projects and postgraduate research.
- Supervise undergraduate and postgraduate students in the laboratories.
- Assist with on-going research projects through the provision of technical support and overseeing work in laboratories and creation of standard operating procedures.
- Co-ordination of regular safety checking, servicing and maintenance regimes for laboratory equipment. Maintain health and safety records, including COSHH where appropriate.
- Collaborate with other members of the support staff to provide a comprehensive technical support service in the School of Sport, Exercise and Health Sciences.
- Arrange repairs and maintenance of equipment and fabric of labs.
- Assist in the production of formal risk assessments and Standard Operating Procedures. Ensure that all risk assessments, Standard Operating Procedures, and ethics protocols are adhered to.
- Manage and monitor the equipment booking systems.

### **Other Related Activities and Functions**

- Engage in training programmes in the University (eg., as provided by Professional Development section) consistent with the needs and aspirations of the postholder and the School.
- Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.
- Direct requests for information and action to appropriate staff within the School and respond efficiently to requests for documentation and information from members of School staff and other senior University staff.
- Work with the Technical Resources Manager in developing new and improved policies and procedures, and support their implementation in conjunction with the School Leadership Team (SLT) and the School's support team.
- Respond to enquiries received in person, by telephone or email, and take appropriate action. This will include dealing with students, academic staff, external organisations, and other University colleagues.
- Ensure compliance with relevant University policies and procedures.
- Undertake any training and development deemed appropriate for the position by the Technical Resources 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 which

include Respecting Diversity and, where appropriate, Recruitment and Selection.

**Organisational Responsibility:**

Reports to Dr Dave Burke, University Teacher - Practical Lead for Biomechanics.

## 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   |     |
|-----------------------------|--|---|-----|
| <b>Experience</b>           | Experience of laboratory techniques and procedures in Biomechanics or a related area   | 1,3   |     |
|                             | Experience assisting with laboratory classes in Biomechanics or a related area   | 1,3   |     |
| <b>Skills and abilities</b> | Competence in a range of laboratory procedures (force plates, video cameras, digitising software, EMG, dynamometers, automated motion analysis systems, Matlab or some equivalent programming language experience) | 1,3   |     |
|                             | Familiarity with laboratory health and safety procedures   | 1,2,3   |     |
|                             | Ability to run tutorials and lead laboratory classes, to supervise demonstrators employed to assist, and demonstrate equipment in laboratory classes, without supervision  | 1,3   |     |
|                             | Ability to lead modules and lecture to undergraduate students in biomechanics  | 1,3   |     |
|                             | Ability to plan and organise quality teaching  | 1,2,3   |     |
|                             | Ability to write lab reports   | 1,3   |     |
|                             | Ability to communicate well with a wide range of people  | 1,2,3   |     |
|                             | Ability to work well individually and as part of a team  | 1,3   |     |
|                             | Competence in ICT  | 1,3   |     |
|                             | Numeracy skills  | 3   |     |
|                             | Ability to solve problems and demonstrate analytical thinking  | 1,3   |     |
|                             | Flexibility and the ability to adapt to a changing work environment  | 1,3   |     |
|                             | Significant experience within a student or other customer-focussed environment   | 1,3   |     |
|                             | <b>Training</b>  | A willingness to train for a First Aid certificate  | 1,3 |
|                             |  | A willingness to undertake further training as appropriate and to adopt new procedures as and when required | 3   |
| <b>Qualifications</b>       | An undergraduate qualification in a related programme (or equivalent)  | 1   |     |
|                             | Postgraduate qualification in biomechanics or equivalent relevant experience   | 1   |     |
| <b>Other</b>                | Commitment to observing the University's Equal Opportunities policy at all times   | 3   |     |

### DESIRABLE

| Area       | Criteria   | Stage |
|------------|--|-------|
| Experience | Experience of Biomechanics research laboratory techniques and procedures | 1,3   |
| Training   | Holds a current First Responder qualification                            | 1,3   |

## Conditions of Service

This full-time post is offered on a maternity cover contract for 12-months (or the earlier return of the post-holder). The salary will be within the *Technical Services* job family at Grade 6 (£32,348 - £42,155 per annum); starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff employed at Grade 6 and above, 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>.

The University offers a wide range of employee benefits which can be found [here](#).

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/>