

School of Social Sciences and Humanities
Geography and Environment

Laboratory Technical Tutor

REQ230052

Job Description

Job Grade: Technical Services Grade 6

Job Purpose

To provide technical support for teaching, research and innovation in Geography and Environment. The role requires: the application of substantial technical subject expertise; the provision of technical tuition, guidance and assistance; skilled equipment and field work 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 Geography and Environment laboratories and associated equipment, to enable undergraduate, postgraduate taught, research students and staff to safely carry out practical work.
- To share expertise in complex equipment and experimental/field work protocols and to train users to ensure operational continuity.
- To proactively plan and prepare laboratories for undergraduate and postgraduate classes and for research projects and ensure equipment and laboratory materials are available.
- To deliver timetabled sessions, including demonstration of standard laboratory methods, analytical techniques and operation of laboratory and field equipment.
- To have supervisory responsibility for students in timetabled laboratory sessions and to assist with the assessment of 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 equipment for laboratory classes and field work, and to provide advice as well as assistance to users.
- To contribute by sharing knowledge and expertise in the development of technical/scientific solutions in support of research projects.
- To develop, test and prepare new teaching materials for laboratory and field work.
- To have technical responsibility for operating, demonstrating, maintaining and calibrating laboratory equipment and instrumentation.
- To maintain field sites; download data-loggers and present the data in usable form for electronic manipulation;

produce data spreadsheets and graphics using computer software.

- To support visit/open days and outreach activities with the specific remit of providing engaging demonstrations or presentations to inspire the interest and imaginations of potential students.
- To work with the School Facilities and Health and Safety Officer, taking a proactive approach to Health and Safety and contributing to the continual development of good practice using a risk-based approach.
- To ensure the laboratories are maintained, tidy and serviceable at all times and to ensure all housekeeping is undertaken to a high standard.
- To ensure safe handling and disposal of laboratory materials and ensure that all work surfaces are free from contamination.
- 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 Geography and Environment Laboratory 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 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, 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, 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 support 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: Geography and Environment 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	Substantial previous practical experience of working in a Geography/Environmental Sciences or related teaching or training/research environment in a technical capacity.	1,3
	Experience of working in analytical research laboratories, teaching laboratories and field stations and with complex scientific equipment across a broad range of geographical disciplines (e.g. chemical and physical, microscopy, water flume, geochronology, meteorology).	1,2,3
	Experience of training/teaching/instructing practical skills, complex scientific equipment and analytical techniques from undergraduate to degree level or above.	1,2,3
	Experience of supervising staff and/or students.	1,3
Skills and abilities	Extensive knowledge of analytical techniques relevant in Geography/Environmental Sciences research.	1,2,3
	Accomplished at maintaining a wide range of laboratory and field equipment with a methodical approach to fault-finding and problem solving.	1,3
	Understanding of current Health & Safety legislation, risk management and COSHH regulations.	1,2,3
	Proven organisational skills and ability to interact effectively with students and staff.	1,3
	I.T. literate. Experience in the use of 'Microsoft Office software, e.g. Word, Excel etc.	1,3
	Able to communicate clearly and confidently on a variety of technical issues to both inexperienced and experienced audiences.	1,2,3
	Able to work under pressure.	1,3
	Able and willing to work as part of a team.	1,3
Training	A willingness to undertake further training in response to the changing needs of Geography and Environment and to adopt new processes, procedures and techniques as and when required.	1,3
Qualifications	Degree level qualification in a related subject area	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	Experience of working with Geographical Information Systems (GIS) and teaching relevant GIS skills.	1,2,3
	Experience of overseeing the work of others, providing work direction and supervision to more junior staff.	1,3
Skills and abilities	Skilled in use of GIS	1,3
	Able to develop Virtual Learning Environments and apply them to learning and teaching projects.	1,3
Qualifications	Higher degree/PhD in Geography/Environmental Sciences or a related subject.	1,3
	Hold or be willing to work towards Associate Fellowship of the HEA.	1,3

Conditions of Service

The position is full-time and open-ended, Salary will be on Technical Services Grade 6, £32,348 to £42,155 per annum, at a starting salary to be confirmed on offer of appointment.

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/>.