

Laboratory Technician

Job Ref: REQ230238

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

The post holder will provide specialist technical support in engineering laboratories and the processing plant area. In the processing area, there is a range of "heavier" equipment such as injection moulding machines, polymer and metals processing facilities, but the post will support research and teaching across a range of laboratories. The post holder will provide efficient and safe running support in the laboratories. They will instruct and assist students and research personnel in a wide range of mechanical, analytical and process techniques, operating and maintaining sophisticated instruments and equipment.

Job Duties

1. Responsible for supporting the day to day running and operation of the laboratories according to local Codes of Practice including supporting all personnel working in the laboratories.
2. Carry out maintenance of general laboratory areas, monitoring the usage of equipment and carrying out repairs as required. Liaise with suppliers as necessary to complete maintenance within a budget.
3. Help with the procurement and maintenance of stocks of materials for the laboratories.
4. Carry out calibration of equipment to ensure accuracy. Monitor usage of equipment. Develop solutions for technical problems to improve the effectiveness of equipment.
5. Being responsible for a range of specialised equipment, be able to solve problems regarding the samples provided and the ultimate aims of the project involved.
6. Supervise the day to day allocation of time on the shared facilities to give everyone sufficient access to the equipment for their work to progress.
7. Help set up and deliver taught laboratories as required. This would include preparing equipment, supplies, reagents and cells as required.
8. Responsible for safe disposal of the laboratory and chemical waste, following university policies.
9. Monitor, maintain and change gas cylinders as required.
10. Training of students and other staff in the use of laboratory facilities and equipment, ensuring good laboratory practice and compliance with safety regulations.

11. Help to maintain and develop quality systems within the laboratories and ensuring compliance to any applicable regulations.
12. Conducting and recording Risk and COSHH Assessments within the laboratories. Act on Health & Safety directives, ensuring compliance. Undertake audits, safety checks and check Risk / COSHH assessments.

Other Related Activities

1. To provide cover and support for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
2. To ensure compliance with relevant University policies and procedures.
3. To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line 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

Line Manager: Laboratory Supervisor

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	Experience of providing laboratory technical support to industrial or academic project teams.	1,3
	Practical experience of laboratory equipment and experience of supporting manufacturing / processing facilities.	1,3
	Experience with Pneumatics and Hydraulics.	1,3
Skills and abilities	To work with efficiency, accuracy and good attention to detail.	1,3
	Have a mechanical engineering background	1,3
	Good documentation skills including accurate record keeping.	1,3
	Knowledge of relevant safety procedures e.g. COSHH and Risk Assessments.	1,3
	The ability to keep to deadlines and prioritise work.	1,3
	Flexibility and team working.	1,3
	Good interpersonal skills	1,2,3
	Good standard of computer literacy.	1,2,3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	1,3
Qualifications	BTEC Higher National Certificate/Diploma in an engineering or related subject. Or significant equivalent experience.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of working in HE, industrial or NHS laboratories. Experience in the application of Good Laboratory Practice and/or similar Quality Systems and working to defined quality standards.	1,3

Skills and abilities	Experience of maintaining general laboratory equipment. Injection moulding machines.	1,3
	Experience of using and/or maintaining analytical equipment, such as Calorimetry equipment (e.g. DSC, TGA, DMA)	1,3
	Electrical fault-finding experience	1,3
	Good analytical skills.	1,3
	Knowledge of working to defined, relevant quality standards.	1,3
Qualifications	Degree in an engineering, science or related subject.	1
	Able to demonstrate continued on the job training.	1, 3
Other	Willingness to travel as the job requires.	3

Conditions of Service

The position is full time and open ended. The salary will be on Technical Services, Grade 5 salary band (£26,396 - £31,411) 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 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 can be found [here](#).

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

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/>