

School of Social Sciences and Humanities
Geography and Environment

Geography Technician

The position is open-ended and full-time (FTE1.0), but a part-time and/or job share arrangement would be considered.

Job Ref: REQ240038

Applicants interested in part-time or job share are asked to include their preferred hours per week (up to a maximum of 37 for full-time) in their supporting statement.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 the Department of Geography and Environment, providing core laboratory support including housekeeping, health and safety, purchase of consumables, maintenance of equipment, training of researchers and students on shared equipment, setting up of laboratory and practical sessions, maintaining an equipment inventory and allocating equipment. To work as part of the broader technical team supporting the School of Social Sciences and Humanities' strategic aims.

Job Duties

Teaching, Research and Enterprise support

1. Responsible for and maintain the Geography and Environment laboratories and associated equipment, to enable undergraduate, postgraduate taught, research students and staff to safely carry out practical laboratory and field work.
2. Provide teaching support to undergraduate and postgraduate classes/projects: planning and preparing; set up and clear away equipment; provide technical demonstrations and supervision in standard laboratory methods; whilst ensuring safe working methods.
3. Provide support for both residential and non-residential field trips: prepare equipment and vehicles; accompany the group, driving department and hire vehicles/minibuses and support teaching activities.
4. 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.
5. Prepare water, biological, sediment and soil samples for chemical and physical analyses.
6. Communicate effectively with fellow technical staff, academics, students, and visitors whilst acting as a point of contact with respect to laboratory/field related queries. Building and maintaining close working relationships with fellow support staff across the University.

Equipment Storage and Maintenance

1. Organise and maintain laboratory areas including the safe storage of, and restricted access to, laboratory

chemicals and quarantined sediment samples.

2. Set-up, clean, calibrate, label and catalogue all department equipment and maintain an up-to-date inventory. Undertake minor repair of instruments when required.
3. Manage the loaning of equipment for teaching and research, keeping a record of loans and returns.
4. Responsible for monitoring stock and levels of laboratory materials, consumables and serviceable parts for equipment, and support procurement as requested by the laboratory manager.
5. Regularly check and maintain roadworthiness of department vehicles and prepare vehicles to comply with relevant regulations for overseas travel.

Health and Safety

1. Ensure compliance with health and safety regulations and standards and University, School and Department procedures and protocols; assist Laboratory Manager with the creation and review of PUWER, Risk and COSHH assessments.
2. Provide lab inductions, including health and safety and compliance.
3. To ensure safe handling and disposal of laboratory materials and ensure that all work surfaces are free from contamination.
4. Carry out portable appliance electrical testing (PAT) on all eligible equipment according to local codes of practice and log results. Training to be provided.
5. Maintain up to date First Aid Certificate, Forklift licence and Level 2 Powerboat Certificate where applicable.

Other Related Activities and Functions

1. Undertake other general tasks and duties, commensurate with the level of the post, as directed by the Laboratory Manager or School Operations Manager.
2. Provide cover where possible for any absence of other technical staff.
3. Engage in University staff development and external training programmes and gain certification where required consistent with the needs of the Department and role e.g. safe manual handling and laser safety.
4. Act as a technical representative on School/University working groups as required.
5. Act as an Environmental Champion.

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 Belonging and Inclusion, 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.

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: 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 | Proven experience of working within a University or scientific laboratory within a physical science subject area. | 1,2,3 |
| | Experience within a student or other customer- focused environment. | 1,3 |
| | Highly motivated, working well with others as part of a small team. | 1,3 |
| Skills and Abilities | Ability to work independently on own initiative, as well as in collaboration with others. | 1,3 |
| | I.T. literate e.g. 'Microsoft' software like Word, Excel, Powerpoint etc. | 1,2,3 |
| | Friendly, personable and helpful attitude. | 1,2,3 |
| | 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 |
| | Proactive, self-motivated and adaptable with a positive attitude to change. | 1,3 |
| | Able to work with accuracy and attention to detail. | 1,2,3 |
| | Able to work under pressure. | 1,2,3 |
| | Meets University requirements for driving cars and becoming a University Driver (e.g. Clean Current Driving Licence). | 1,3 |
| Training | Willingness to attend internal and external training courses to develop one's own skill set and adopt new processes and procedures. | 1,3 |
| Qualifications | HNC in Science or related subject, or equivalent qualification, plus significant relevant experience. | 1,3 |
| Other | Evidence and commitment to observing the University's Equal Opportunities policy at all times. | 1,3 |
| | Flexible in terms of working hours to ensure deadlines are met. Willing to work on the occasional weekends (for University Open Days or residential field courses). | 1,3 |
| | Levels of physical fitness to be able to manually handle / lift and transport goods and equipment. | 1,3 |

Desirable Criteria

| Area | Criteria | Stage |
|----------------------|---|--------------|
| Experience | Served a Scientific Laboratory Apprenticeship. | 1,3 |
| Skills and Abilities | Experience of working in Geography/Environmental Science research or teaching laboratories/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 |
| | Understanding of current Health & Safety legislation, risk management and COSHH regulations. | 1,3 |
| | Skilled in the use of GIS | 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 training other people in a laboratory setting. | 1,3 |
| Qualifications | A degree (or relevant qualification) in a relevant natural science (Geography, Geology, Environmental Science, Chemistry or Physics). | 1,3 |
| Training | Manual handling experience/training (training provided). | 1,3 |
| | CoSHH and Health and Safety. | 1,3 |
| | First Aid Certificate (training provided). | 1,3 |
| | Forklift Truck Licence (training provided). | 1,3 |
| | Level 2 Powerboat Certificate (training provided). | 1,3 |

Conditions of Service

The position is full-time (FTE1.0) and open ended. Salary will be on Technical Services Grade 5, £27,979 to £37,099 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 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/>