

Laboratory Technician

Job Ref: REQ240327

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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. The post holder will focus on laboratories in our departments of Materials Engineering and Chemical Engineering. The post will support research and teaching across a range of laboratories, ensuring efficient and safe operations 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

- Responsible for supporting the day to day running and operation of the laboratories according to relevant codes of practice, including supporting all personnel working in the laboratories.
- 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.
- Carry out procurement and maintenance of stocks of materials for the laboratories. These activities will require manual handling.
- Carry out calibration of equipment to ensure accuracy. Monitor usage of equipment. Develop solutions for technical problems to improve the effectiveness of equipment.
- Being responsible for a range of specialised equipment, be able to solve problems regarding specific experiments or samples. Help students and researchers achieve their project aims and suggest alternative approaches where appropriate.
- 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.
- Help set up and deliver taught laboratories as required. This would include preparing equipment, supplies and samples as required.
- Responsible for safe disposal of the laboratory and chemical waste, following university policies.
- Monitor, maintain and change gas cylinders as required.

- Carry out electrical safety testing (PAT) as required.
- Train students and staff in the use of laboratory facilities and equipment, ensuring good laboratory practice and compliance with safety regulations.
- Help to maintain and develop quality systems within the laboratories and ensuring compliance to any applicable regulations.
- Oversee safety within the laboratories, including carrying out Risk and COSHH assessments. Act on Health & Safety directives, ensuring compliance. Undertake safety audits and checks. Check and advise on Risk / COSHH assessments completed by staff or students.

Other Activities

- 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.
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by 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 Equity & 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 criteria in their application. Desirable criteria are not essential but may be used to identify the best candidates.

Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of providing laboratory technical support to industrial or academic project teams.	1,3
	Practical experience of laboratory equipment and experience of supporting laboratory facilities.	1,3
Skills and abilities	Able to work with efficiency, accuracy and good attention to detail.	1,3
	Ability to operate and maintain routine Laboratory equipment / processes.	1,3
	Good documentation skills including accurate record keeping.	1,3
	The ability to keep to deadlines and prioritise work.	1,3
	Adaptable and flexible in approach to work. Good at team working as well as working under own initiative.	1,3
	Good interpersonal skills and proven ability to work with staff groups across disciplines and grades.	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
	Able to demonstrate training in standard laboratory processes. For example, these may include safe handling of chemicals, safe use of gases, laboratory waste disposal, Electrical Appliance Testing (PAT)	1,3
Qualifications	Recognised qualifications in science or Engineering, or significant equivalent experience.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of providing instruction to students.	1,3
Skills and abilities	Experience of using and maintaining specialist laboratory equipment / techniques, such as found in the Materials and Chemical Engineering disciplines. For example: <ul style="list-style-type: none"> • Synthetic Chemistry (Polymeric / Organic / Pyrophoric) • Analytical Instrumentation (Spectroscopy / Calorimetry / Chromatography / Microscopy) • Manufacturing (3D printing / Mechanical testing / Rheology) 	1,3
	Skilled in method development.	1,3
	Risk assessor with knowledge of COSHH + DSEAR	1,3
Training	Trained in specialised laboratory processes, such as safe use of Liquid Nitrogen.	1,3
Qualifications	HNC / HND or equivalent in a Science / Engineering based subject.	1
	Able to demonstrate continued on the job training.	1, 3
Other	Additional valuable skills might include: <ul style="list-style-type: none"> • First Aider • Fire Marshal • Forklift Truck Driver 	3

Conditions of Service

The position is full time and open ended. The salary will be on Technical Services, Grade 5 salary band (£27,979 - £32,982) 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 equity 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 crane SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>