

LABORATORY TECHNICIAN

Job Ref: REQ240472

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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: TE4

Technical Services Grade 4.

Job Purpose

To provide technical support as part of a team to support and enhance the department's technical, teaching and research capabilities. The post will be primarily based in laboratories in S Building and STEMLab. The post holder will support the learning environment for Loughborough University students and researchers, working as part of a team to enhance and develop their own skills and knowledge.

Job Duties

- Provide technical support to teaching or research laboratories under the supervision of the technical manager, team members or the relevant academic colleague. This will involve a variety of tasks, which include the preparation of equipment and materials for practical sessions as well as the turn-around of laboratories in between practical classes and support for undergraduate experimental projects. In house training will be given to the post holder for any work that is unfamiliar.
- Carry out maintenance of general laboratory areas. Maintain and operate the equipment, monitor its usage and suggest solutions for technical problems as they arise. Liaise with colleagues and suppliers to complete repairs and maintenance.
- Carry out calibration of equipment to ensure accuracy. Support and training will be provided as needed.
- Maintain stocks of consumables and purchase supplies through the finance team.
- Support the safe operation of laboratories, including the following specific areas:
 - Keep up to date with current Health and Safety regulations by attending courses, reading relevant literature etc
 - Carry out risk assessment for laboratory activities
 - Carry out safety checks in laboratories and on equipment before and after use.
 - Treat and dispose of spills and breakages safely
 - Store and check expiry of hazardous substances
 - Dispose and disassemble redundant or unsafe equipment

- Having completed the necessary training, carry out more specialist tasks such as changing gas regulators, or carrying out portable appliance electrical testing (PAT).
- Once competent to do so, to train research and taught students in the use of equipment for taught laboratory sessions or project work.
- Assist with Open Days and student visit days as required.
- Provide cover where possible for any absence of other technical staff. Build and maintain working relationships with technical support staff in other departments. Attend and contribute to team meetings within the department or School.

Training, Development & General

- To complete further training, as necessary. This may require attendance at internal or external courses.
- To ensure compliance with relevant University policies and procedures.
- To undertake any other activities requested your supervisor commensurate with your duties.

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 always observing the University's Equality & Diversity policy and procedures. 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 the 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	Substantial relevant industrial / academic work experience.	1, 3	
Skills and abilities	Able to demonstrate abilities to operate routine laboratory equipment / processes.	1, 2, 3	
	Ability to work efficiently and accurately	1, 2, 3	
	Highly motivated	1, 3	
	Good Communication skills, and able to work well with others in a team	1, 3	
	Demonstrate the ability to learn new skills, techniques and processes	1, 3	
	To be IT literate, to use standard Microsoft Office software	1, 3	
	Training	A willingness to undertake further study if required, including first aid training	1, 3
		A willingness to adopt new processes, procedures and techniques.	1, 3
Qualifications	Educated to A level / T level / ONC	1	
Other	Able to demonstrate a strong work ethic and a desire to progress.	1, 3	

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Significant experience of working within technical laboratories	1,3
Skills and abilities	Maintaining routine Laboratory equipment / processes	1,3
	Calibration of equipment	1,3
	Writing equipment instruction protocols (Standard Operating Procedures)	1,3
Qualifications	A recognised Apprenticeship in Engineering or a related subject.	1
	Specialist Science / Engineering qualifications eg Electrical Appliance Testing (PAT)	1
	NVQ level 2 or other relevant vocational qualification	1
Training	Manual Handling Training	1, 3
	First Aid trained	1, 3
	Safe handling of laboratory Chemicals and gases	1, 3
	Waste Management	1, 3

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Technical Services Grade 4 £23,700 to £27,181 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 Academic and Related 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/>

Informal Enquiries

Informal enquiries should be made to Sean Creedon, Laboratory Supervisor, Email: s.a.creedon@lboro.ac.uk

The closing date for applications will be Friday 14th June 2024. Interviews are planned for Wednesday 26th June 2024.