

BioChemistry and MicroBiology Technical Supervisor

Job Ref: REQ250703

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Loughborough University's Technician Commitment

Loughborough University is a signatory of the national Technician Commitment Scheme which pledges to ensure the visibility, recognition, career development and sustainability of their technical staff. The successful candidate will therefore be joining a thriving and visible community of staff with opportunities for collaboration and networking, and a clearly defined career pathway against which they can map and plan their own professional development and career progression.

School summary

The postholder will work in the School of Architecture, Building & Civil Engineering within the Sir Frank Gibb Laboratory, which is one of the largest built-environment University laboratories in the UK. The laboratory is used extensively for teaching, research and enterprise and provides support for a broad range of Civil Engineering, Built Environment and Architecture activities.

Job Description

Job Grade: Grade 6, Technical Teaching and Specialist (TTS), 0.4FTE

Job Purpose

The postholder will work as part of a team to co-ordinate technical operations in an academic and research setting, ensuring compliance with safety standards and the effective management of facilities, equipment, resources and technical expertise to enhance the school's teaching, research, and learning aims.

Responsible for managing the day to day running and operation of the Water Quality laboratories according to local codes of practice. To act in the role of Water Quality Supervisor assisting the Technical Supervisor (Materials) and Deputy School Safety Officer in ensuring that the highest standards of safety, quality and compliance to applicable regulations are maintained across all the Water Quality Laboratories activities.

The postholder will be required to independently plan and organise their own work and the work of others, and to provide line management, mentoring and professional development support to colleagues. The level of responsibility will increase as the postholder's knowledge, training, and professional development progresses.

Job Duties

- Co-ordinate technical operations in the Water Quality labs and occasionally in the field to support the school's teaching, learning and research aims.
- Take responsibility for line managing technical colleagues at lower grades, as determined by the Technical Manager, following HR policies and procedures. Actively support the professional development of colleagues that you line manage as well as other technical colleagues within the school when appropriate.
- Keep updated on Health and Safety regulations, implementing, and enforcing them, and escalating any issues. Ensure compliance with relevant standards and regulations. A particular focus of this role will be to act as principal coordinator for the school's compliance regarding CoSHH, DSEAR, PUWER & Biological Safety
- Oversee and, when required, co-ordinate the maintenance and procurement of equipment and consumables within budget and policy guidelines.

- Establish, develop and oversee the maintenance of technical documentation, such as standard operating procedures and instructional materials.
- Identify and escalate issues (technical and staff-related) to the Technical Manager and suggest solutions drawn from your own knowledge and expertise.
- Support the delivery of open days, student visit days and outreach activities. Note: flexibility regarding working hours/days is sometimes required.
- Maintain good working relationships and communicate effectively with technical staff, academics, students, and visitors, including communicating complex information effectively to varied audiences. Attend and contribute to team meetings within the School and attend University technician networking events.
- Provide cover for any absence of other technical staff when necessary.
- Complete role-specific training and professional development, such as leadership and management training. (particularly safety related training). This may require attending externally provided courses.
- To act as direct supervisor to the school's Biochemistry & Microbiology Technician. This will require close coordination of work with direct input into planning daily workloads, monitoring outputs with regard to meeting deadlines and defining the quality of service and of facilities and equipment.
- To act as School Water safety officer. This will require oversight of safety and compliance tasks and the coordination of appropriate staff within the school.
- Undertake other general tasks and duties, commensurate with the level of the position, as directed by the 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

Reports to: Technical Supervisor (Materials) daily

Line Managed by ABCE Technical Facilities Manager.

Responsible for: ABCE Biochemistry & Microbiology Technician.

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 co-ordinating technical support in a relevant setting, supporting either teaching and learning or research activities.	1,3
	Experience of co-ordinating the operation, testing, repair and upgrade of specialist equipment, such as sophisticated chemical and biological analytical devices....	1,3
	Experience of co-ordinating the procurement of equipment and consumables within agreed budgets, in accordance with agreed policies.	1,3
	Experience of applying and co-ordinating relevant processes and techniques in the broad areas of biological and chemical analysis. Specifically related to water, effluent and biowastes.	1,3
	Experience of ensuring that correct Health & Safety procedures and practices are being followed by all stakeholders such as students researchers and staff with specific regard to Chemical & Biological safety together with a broader schoolwide remit of ensuring compliance with regard to PUWER, CoSHH, DSEAR and other associated regulations and protocols.	1,3
	Experience of co-ordinating or supervising the work of others to achieve successful outputs and outcomes with specific reference to the School's Biochemistry and Microbiology Technician.	1,3
	Experience of carrying out or designing experiments and studies, and the instrumentation and equipment to support chemical & biochemical research and teaching.	1,3
	Experience of working with and/or co-ordinating the processing and testing of samples and/or materials such as human effluent and biowaste.	1,3
	Experience of handling and processing human and animal samples such as waste products.	1,3
	Experience of using office-based and specialist software including analytical equipment control software.	1,3
	Experience of providing and developing teaching and learning support to students, including practical demonstration & instruction.	1,3
	Experience of purchasing laboratory equipment/chemicals/consumables.	1,,3
Skills and abilities	Ability to work with professionalism and discretion, in accordance with University values, and to maintain confidentiality.	1,3
	Ability to use good communication to form and maintain effective relationships at all levels.	1,3
	Ability to communicate complex information in an effective and engaging way to a range of audiences, specifically in the area of Biochemistry and laboratory safety.	1,2,3
	Ability to work efficiently and accurately, planning and prioritising your own workload to deliver tasks within agreed timescales.	1,3
	Ability to work independently, apply your own initiative, be self-motivated and lead own workload, projects and teams.	1,3
	Ability to learn new skills and solve problems, using initiative and judgement in more complex situations.	1,2,3

	Ability to establish, develop and maintain effective documentation, including risk, CoSHH, PUWER, DSEAR assessments plus standard operating procedures and purchasing information.	1,2,3
	Ability to coordinate staff to achieve appropriate deadlines and monitor performance and development.	1,2,3
Training	Proven commitment to ongoing professional development, including mandatory and role-specific training.	1,3
	Willingness to take on wider University roles on behalf of the School/Service, such as Health & Safety or other roles.	1,3
	Must have certified training with regard to CoSHH/DSEAR and Biological Safety.	1,2,3
Equity, Diversity and Inclusion (EDI)	Commitment to understanding EDI challenges and observing University EDI guidelines.	1,3
Qualifications	Level 4, or equivalent qualification, in a relevant subject, including but not limited to: Certificate of higher education (CertHE); Higher apprenticeship; Higher national certificate (HNC); Level 4 award; Level 4 certificate; Level 4 diploma; Level 4 NVQ. <i>While a Level 4, or equivalent, qualification is preferred, we recognise the value of practical and 'real-world' knowledge and expertise, therefore candidates with a strong industry track record will be considered based on their demonstrated skills, achievements, and contributions to the field.</i>	1
	Willingness to work towards a teaching qualification	1
	BTEC Higher National Certificate/Diploma in a biological, bio- engineering, science or related subject. Degree in a biological, bio-engineering, science or related subject	1
Other	Willingness to provide support for events, such as University open and visit days (occasional Saturday working may be required).	1,3
	Willingness to travel for work purposes, such as visiting suppliers, training and professional development.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of ensuring compliance with relevant standards and regulations the machinery directive, PSSR and PUWER	1,3
	Experience of carrying out or designing experiments and studies, and the instrumentation and equipment to support this Water quality and bio-digestion	1,3
	Experience of using office-based and specialist software such as Agresso.	1,3
	Experience of providing and developing teaching and learning support to students, including practical demonstration & instruction.	1,3
Other	Current driving license (to meet University requirements for driving University/hired vehicles).	1,3

Conditions of Service

The position is **0.4FTE** and **open-ended**. Salary will be on the **Technical Teaching and Specialist** job family at **Grade 6**, £35,116-£45,413 per annum (pro rata for 0.4FTE), at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for staff grades 6 and above, which can be found at: <https://www.lboro.ac.uk/services/hr/conditions-of-service/>.

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 at: <http://www.lboro.ac.uk/services/hr/support/>

The University offers a wide range of employee benefits, which can be found at: <http://www.lboro.ac.uk/services/hr/benefits/>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme, which can be found at: <https://www.lboro.ac.uk/services/hr/topics/childcare-support/>

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. Further information on Athena SWAN can be found at: <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

Informal enquiries should be directed to Technical Facilities Manager, Mark Harrod, m.harrod@lboro.ac.uk or call 01509 222638.

The closing date for receipt of applications is 9 September 2025.