

Technical Supervisor (Biomechanics/Neuromuscular Function)

Full-time (1 FTE, 37 hours per week); Open-ended contract

Job Ref: REQ250868

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 Sport, Exercise and Health Sciences. Internationally recognised for its contribution to the study of sport, exercise and health, the School has wide-ranging expertise, encompassing such diverse areas as biomechanics, medicine, molecular and cellular biology, nutrition, pedagogy, psychology, physiology, sociology, economics and sport management.

The School has an active and ambitious plan to grow capacity and influence through developments as part of the National Centre for Sport and Exercise Medicine, Loughborough in London, and StemLab.

The School is extremely proud to have held an [Athena Swan Silver Award](#) since 2013, recognising the commitment and work of the School in addressing gender inequalities in Science, and to improving career progression for female academics.

The School is committed to ensuring that female students and staff are able to achieve their full potential, and provides a flexible and open working culture to enable staff to maintain a work-life balance.

We support our Athena SWAN initiatives by investing in:

- Bespoke leadership programmes to encourage and build confidence in women to take leadership roles.
- Working lunches, where needed, to enable meetings to be held between 10.00am and 4.00pm (as per our Silver Action Plan).
- Monthly coffee mornings which provide opportunities for networking and develop a sense of community within the School.

We also welcome applications from those who are looking to work part-time.

Job Description

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

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.

The postholder will support the Technical Resources Manager in the effective management and daily supervision of the School's biomechanics and neuromuscular function teaching and research laboratories. The role includes maintaining equipment, ensuring health and safety compliance, and supporting research activities through technical expertise and the development of standard operating procedures. The postholder will also assist in resource management, collaborate with staff, and contribute to the continuous improvement of laboratory operations within the School of Sport, Exercise and Health Sciences.

The postholder will be required to independently plan and organise their own 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

- Support the Technical Resources Manager in ensuring the efficient operation of the School's biomechanics and neuromuscular function laboratories, including teaching and research spaces.
- Co-ordinate technical operations to support the School's teaching, learning and research aims. This includes managing laboratory resources by overseeing the procurement and stocking of consumables and equipment, maintaining accurate inventory records, and organising routine servicing, repairs, and safety inspections.
- 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 including COSHH, risk assessments, and ethics protocols, and maintain accurate documentation.
- 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 drawing from your own knowledge and expertise.
- Support the delivery of open days, student visit days and outreach activities. Flexibility regarding working hours/days is required at times.
- 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. This may require attending externally provided courses.
- Provide technical assistance for laboratory classes and research projects, including supervising students, demonstrating equipment use, and developing standard operating procedures.
- Collaborate with Professional Services support staff to deliver a high-quality technical service across the School of Sport, Exercise and Health Sciences.
- Assist in the development and implementation of policies and procedures in collaboration with the Technical Resources Manager, School Leadership Team, and support staff.

- 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 observe the University's [Equity, Diversity and Inclusion Commitment](#) and equality legislation at all times.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to: Technical Resources Manager

Responsible for: Technician (Biomechanics)

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 in coordinating the operation, testing, maintenance, and upgrading of specialist laboratory equipment, including EMG systems, dynamometers, force plates, and 3D motion capture technologies.	1,3
	Experience of co-ordinating the procurement of equipment and consumables within agreed budgets, in accordance with agreed policies.	1,3
	Experience of ensuring that correct Health & Safety procedures and practices are being followed by all stakeholders working in technical settings.	1,3
	Experience of co-ordinating or supervising the work of others to achieve successful outputs and outcomes.	1,3
	Experience in designing and conducting experiments, including selecting and configuring appropriate instrumentation and equipment to support study objectives—such as the use of instrumented treadmills and other biomechanical analysis tools.	1,3
	Experience of working with human participants.	1,3
	Experience of using office-based and specialist software, including 3D motion analysis software.	1,3
	Experience of conducting or assisting with biomechanical analyses (e.g. 3D motion capture, isokinetic dynamometry, EMG).	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 laboratory procedures and concepts in biomechanics and neuromuscular function clearly and engagingly to diverse audiences, including students, academic staff, and technical colleagues.	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 e.g. standard operating procedures.	1,3

	Strong understanding of laboratory health and safety protocols, including risk assessments and COSHH.	1,3
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
	Willingness to train for a first aid certificate	1,3
Equity, Diversity and Inclusion (EDI)	Commitment to understanding EDI challenges and observing University EDI guidelines.	1,3
Qualifications	<p>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.</p> <p><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></p>	1
	Willingness to work towards a teaching qualification	1
	Postgraduate qualification in biomechanics or equivalent relevant experience	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 such as The Human Tissue Act.	1,3
	Experience of handling and processing human and animal samples, e.g., tissue, blood, urine, saliva etc.	1,3
	Experience of providing and developing teaching and learning support to students, including practical demonstration & instruction.	1,3
	Experience of using Matlab or some equivalent programming language	1,3
	Ability to provide input into curriculum design and/or the design of technical activities to support teaching.	1,3
	Ability to diagnose and repair electrical faults.	1,3
Other	Current driving license (to meet University requirements for driving University/hired vehicles).	1,3
	Knowledge of Human Tissue Authority Licensing and Legislation.	1,3

Conditions of Service

The position is **full time** and **open-ended**. Salary will be on the **Technical Teaching and Specialist** job family at **Grade 6** (from £35,608 per annum), 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 staff on Grade 6 and above.

The University is committed to enabling staff to maintain a [healthy work-home balance](#) and has a number of [family-friendly policies](#).

The University offers a wide range of [employee benefits](#).

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: [Childcare Support](#)).

In addition, the University is supportive, wherever possible, of flexible working arrangements. We 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.

Applications

The closing date for receipt of applications is **2nd November 2025**. Interviews will be held on **w/c 10th November 2025**.