

TECHNICIAN (General)

Job Ref: REQ260400

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 2012, 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.

Job Description

Job Grade: Grade 4, Technical Teaching and Specialist (TTS)

Job Purpose

The postholder will work as part of a team to provide technical support, with a focus on ensuring that the School's technical teaching and research environments, equipment and materials are maintained to a high standard. This position provides an invaluable contribution to the learning, teaching and research aims of the School.

The purpose of the job holder is to provide technical support, as part of a team, to the facilities used by SSEHS to support the School's activities. This includes, setting up laboratories, maintaining inventories/stock lists and overseeing the loan of equipment, setting up workspaces, and moving and connecting AV equipment. This role will involve moving heavy equipment – full training and supportive equipment will be provided. They will also support students and researchers in using laboratory equipment and techniques, ensuring all activities comply with relevant health and safety requirements.

The postholder will receive general guidance and instruction but will be required to plan and organise their work independently. Initially, tasks will be straightforward within well-established routines and procedures but will increase in complexity and level of responsibility as the postholder's knowledge, training and professional development progresses. The role will also include assisting with preparations for open days, visit days, and outreach activities.

Job Duties

- Provide technical support for teaching and/or research, including preparing facilities for practical sessions; carrying out and/or co-ordinating the maintenance and repair of equipment; and maintaining consumable supplies, following University procurement procedures.
- Support undergraduate student practical work and projects, for example by demonstrating and instructing equipment use.
- Ensure timely turnaround of technical facilities between sessions, including cleaning and resetting.
- Carry out routine maintenance, calibration and checks of laboratory equipment under the guidance of senior technical staff.
- Maintain stocks of laboratory consumables and personal protective equipment, ensuring adequate supplies are available in teaching and research laboratories.
- Assist with the procurement of laboratory consumables and equipment following University purchasing procedures
- Assist in the safe disposal of laboratory waste including chemicals, consumables and biological materials.
- Carry out specialist cleaning and sterilisation of equipment and laboratory facilities, including response to chemical spills or biological contamination.
- Identify technical issues with equipment or laboratory setups and assist in resolving them or escalating where appropriate.
- Keep updated on Health and Safety regulations, implement them and escalate any issues. Carry out risk assessments and other compliance activities as required. If required, be willing to take on health and safety roles within the School, such as first aider and fire marshal. Ensure appropriate clothing, footwear and safety equipment is worn during technical activities.
- Assist with monitoring laboratory users to ensure compliance with laboratory protocols, health and safety procedures and ethical standards.
- Drawing on your own expertise, identify technical issues and suggest solutions.
- Help prepare for and assist with 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. Attend and contribute to team meetings within the School and attend University technician networking events.
- Provide cover for any absence of other technical staff, at an appropriate level for the grade, when necessary.
- Complete role-specific training, such as manual handling training, working from heights training, small works training and biological safety training. This may require externally provided training.
- Set-up computer workstations and move and set-up AV equipment as required.
- Undertake other general tasks and duties, commensurate with the grade level, 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.

Organisational Responsibility

Reports to: Technical 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	Experience of a laboratory, workshop or other technical facility, including/specifically bioscience	1,3
	Experience of supporting laboratory activities involving human participants or biological samples.	1,3
Skills and abilities	Awareness and ability to follow general Health & Safety practices.	1,2,3
	Ability to work with professionalism in accordance with University values.	1,3
	Ability to use good communication and interpersonal skills to work effectively with others.	1,3
	Ability to work efficiently and accurately, planning and prioritising your own workload to deliver tasks within agreed timescales.	1,2,3
	Ability to apply your own initiative and be self-motivated.	1,3
	Ability to be flexible and adapt to a changing work environment.	1,3
	Ability to learn new skills, techniques, processes and procedures, and have an aptitude for problem solving.	1,3
	Ability to maintain effective documentation, such as instructional materials.	1,3
	Ability to purchase equipment and consumables within agreed budgets, in accordance with organisation procurement policies.	1,3
	Ability to use common Microsoft Office software to a good standard.	1,3
	Ability to apply relevant processes and techniques.	1,3
	Ability to operate, test and maintain equipment.	1,3
	Ability to handle and process human and animal samples, e.g., tissue, blood, urine, stools, saliva etc.	1,3
	Ability to work with human participants.	1,3
Training	Commitment to ongoing professional development, including mandatory and role-specific training.	1,3
	Willingness to be trained and to maintain training to act as a First Aider and Fire Warden.	1,3
Equity, Diversity and Inclusion (EDI)	Commitment to understanding EDI challenges and observing University EDI guidelines.	1,3
Qualifications	Level 3, or equivalent qualification, in a relevant subject, including but not limited to: SVQ/NVQ Level 3/Two A Levels in relevant subject(s) and 5 GCSEs (including Maths and English)/Level 3 Vocational Awards/Advanced Vocational Certificate of Education (AVCE)/BTEC National Diploma/Ordinary National Certificate/Diploma (ONC/OND)/or equivalent qualification in another country.	1

	<i>While a Level 3, 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>	
Other	Willingness to provide support for events, such as University open and visit days (occasional out of hours working may be required).	1,3
	Willingness to travel for work purposes, such as visiting suppliers, training and professional development.	1,3

Desirable Criteria: These are skills, experience and competencies that are additional extras that **may** be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Experience	Experience of working in higher education.	1,3
Skills and abilities	Ability to comply with relevant standards and regulations, including/specifically COSHH.	1,3
Training	Willingness to take on wider University roles on behalf of the School/Service, such as Health & Safety or other roles.	1,3
	Willingness to undertake handling of biological waste training.	1,3
Other	Current driving license (to meet University requirements for driving University/hired vehicles).	1,3

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Uphold and actively contribute to the [University's commitment to Equity, Diversity, and Inclusion](#), ensuring that all duties are carried out in alignment with this.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough. We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic and Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.



We are committed to addressing gender inequalities in science and to improving career progression for female academics. The School of Sport, Exercise and Health Sciences holds a [Silver Athena SWAN award](#) which recognises the importance of support for women at all stages of their career.

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.