

Laboratory Technician

Job Ref: REQ260430

School Summary

The postholder will work in the School of AACME, based in the Departments of Materials and Chemical Engineering. More information about the school is available here:

Aeronautical and Automotive Engineering. <https://www.lboro.ac.uk/departments/aae/>

Chemical Engineering <https://www.lboro.ac.uk/departments/chemical/>

Materials Engineering <https://www.lboro.ac.uk/departments/materials/>

Job Description

Job Grade

Technical Services Grade 5 (0.6 FTE)

Job Purpose

The post holder will provide specialist technical support in engineering laboratories and the processing plant area. In the processing area, there is a range of “heavier” equipment such as injection moulding machines, polymer and metals processing facilities, but the post will support research and teaching across a range of laboratories. The post holder will provide efficient and safe running support 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

1. Responsible for supporting the day to day running and operation of the laboratories according to local Codes of Practice including supporting all personnel working in the laboratories.
2. 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.
3. Help with the procurement and maintenance of stocks of materials for the laboratories.
4. Carry out calibration of equipment to ensure accuracy. Monitor usage of equipment. Develop solutions for technical problems to improve the effectiveness of equipment.
5. Being responsible for a range of specialised equipment, be able to solve problems regarding the samples provided and the ultimate aims of the project involved.
6. 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.
7. Help set up and deliver taught laboratories as required. This would include preparing equipment, supplies, reagents and cells as required.

8. Responsible for safe disposal of the laboratory and chemical waste, following university policies.
9. Monitor, maintain and change gas cylinders as required.
10. Training of students and other staff in the use of laboratory facilities and equipment, ensuring good laboratory practice and compliance with safety regulations.
11. Help to maintain and develop quality systems within the laboratories and ensuring compliance to any applicable regulations.
12. Conducting and recording Risk and COSHH Assessments within the laboratories. Act on Health & Safety directives, ensuring compliance. Undertake audits, safety checks and check Risk / COSHH assessments.

Other Related Activities

1. 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.
2. To ensure compliance with relevant University policies and procedures.
3. To undertake any training and development deemed appropriate for the position by the School Operations Manager and 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 outlined in the document.

Organisational Responsibility

Line Manager: Technical Manager (Laboratories)

Direct Reports. None

Budget Responsibilities. None

Structure Chart. Not available.

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of providing laboratory technical support to industrial or academic project teams.	1,3
	Practical experience of laboratory equipment and experience of supporting manufacturing / processing facilities.	1,3
	Experience with Pneumatics and Hydraulics.	1,3
Skills and abilities	To work with efficiency, accuracy and good attention to detail.	1,3
	Have a mechanical engineering background	1,3
	Good documentation skills including accurate record keeping.	1,3
	Knowledge of relevant safety procedures e.g. COSHH and Risk Assessments.	1,3
	The ability to keep to deadlines and prioritise work.	1,3
	Flexibility and team working.	1,3
	Good interpersonal skills	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
	Proven commitment to ongoing professional development, including mandatory and role-specific training.	1,3
Qualifications	BTEC Higher National Certificate/Diploma in an engineering or related subject. Or significant equivalent 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
	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	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	Previous experience of working in HE, industrial or NHS laboratories. Experience in the application of Good Laboratory Practice and/or similar Quality Systems and working to defined quality standards.	1,3
Skills and abilities	Experience of maintaining scientific instrumentation. Experience of maintaining semi-industrial machinery such as Injection moulding , compression moulding and extrusion equipment.	1,3
	Experience of using and/or maintaining analytical equipment, such as Calorimetry equipment (e.g. DSC, TGA, DMA)	1,3
	Electrical fault-finding experience	1,3
	Good analytical skills.	1,3
	Knowledge of working to defined, relevant quality standards.	1,3
Qualifications	Able to demonstrate continued on the job training.	1, 3
Other	Willingness to travel as the job requires.	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.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

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.

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.