Wolfson School of Mechanical, Electrical
& Manufacturing Engineering

Loughborough University

Technical Supervisor (Health and Safety/ThermoFluids)

Job Ref: REQ260803

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 Wolfson School of Mechanical, Electrical and Manufacturing Engineering is one of the largest engineering schools in the UK, home to approximately 250 academic and research staff, 92 professional services staff, and over 2,000 students. The School has a strong reputation for research and teaching excellence across a wide range of disciplines, with world-class facilities supporting innovation and collaboration with industry.

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, Health and Safety, equipment, resources and technical expertise to enhance the School's teaching, research, and learning aims.

Within the Wolfson School, the Technical Supervisor will lead a team of technicians responsible for the Materials, Metrology and Thermofluids laboratories.

The postholder will also act as the School Safety Officer and with support from a team of technical colleagues will providing expert technical guidance, overseeing Health and Safety compliance, and supporting both teaching and research activities across the School.

The postholder will independently plan and organise their own and others' work, providing leadership, mentoring and professional development support to colleagues. The level of responsibility will increase as their knowledge, training and professional development progresses.

The post holder will directly line manage Thermo Fluids technician and where necessary provide technical support for hands on laboratory experiments facilitated by Module Leaders designed to promote self-learning and self-paced peer assisted tutorial work groups. Provide support to Academic teaching, PhD students, undergraduate students, and teaching staff within Wolfson School. Aid Research activities within the lab and enable the design and manufacture of various rigs and components.

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Job Duties

- Co-ordinate technical operations within the Materials, Metrology and Thermofluids laboratories, ensuring they are fit for purpose and support the School's teaching and research aims.
- Take responsibility for line managing and developing a team of specialist technical staff, ensuring effective deployment of resources and promoting a culture of flexibility and collaboration.
- Act as School Health and Safety Officer. Lead on Health and Safety matters across designated areas, ensuring compliance with university and statutory requirements (including Risk Assessments, COSHH, and auditing).
- Develop, maintain and monitor technical documentation such as standard operating procedures, training materials and laboratory manuals.
- Provide high-level technical expertise and instruction in thermofluids, including sample preparation, microscopy, NDT, and experimental testing.
- Offer technical advice and guidance to academic and research staff, assisting with experimental design, equipment use, and sample analysis.
- Oversee maintenance and procurement of laboratory equipment and consumables within budget and policy guidelines, ensuring maximum equipment availability and reliability.
- Supervise apprentices and support their training and assessment activities as required
- Ensure effective record-keeping and documentation for Health and Safety compliance using the University's electronic systems.
- Support student learning by preparing teaching laboratories, assisting with demonstrations and practical sessions, and reviewing risk assessments for student projects.
- Ensure proper disposal of hazardous materials in line with University guidelines.
- Assist with the design, modification, and maintenance of bespoke and prototype equipment.
- Participate in School-level planning, development, and change initiatives, including supporting cross-area technical cover and succession planning.
- Contribute to School events such as Open Days, Visit Days and outreach activities, occasionally requiring evening or weekend work.
- Undertake other general tasks and duties commensurate with the level of the position as directed by the Technical Resources 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 Equality & Diversity Commitment and equality legislation at all times. Our Commitment is detailed here: https://www.lboro.ac.uk/equity-diversity-inclusion/our-commitment/.

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: Technical staff in Materials, Metrology and Thermofluids laboratories

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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, specifically thermofluids.	1,3
	Experience of co-ordinating the procurement of equipment and consumables within agreed budgets, in accordance with agreed policies.	1,3
	Experience of leading Health and Safety in a technical and workshop areas	1,3
	Experience of applying and co-ordinating relevant processes and techniques.	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 of developing operating procedures, test methods and documentation for laboratory-based teaching and research.	1,3
	Experience of working with and/or co-ordinating the processing and testing of samples and/or materials, including/specifically…	1,3
	Experience of using office-based and specialist software, including MS Office and specialist equipment software (e.g. Instron Bluehill).	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 Materials	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 Assessments, COSHH, audits	1,2,3
Training	Proven commitment to ongoing professional development, including mandatory and role-specific training.	1,3

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	Willingness to take on wider University roles on behalf of the School/Service, such as Health & Safety or other roles.	1,3
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. *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.*	1
	Willingness to work towards a teaching qualification	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
	Willingness to support outreach	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of ensuring compliance with relevant standards and regulations	1,3
	Experience of designing or modifying experimental equipment and prototypes.	1,3
	Experience of coordinating engineering teaching on top of thermofluids areas such as metrology, material testing, electronics	1,3
	Experience of designing or modifying experimental equipment and prototypes.	1,3
	Ability to provide input into curriculum design and/or the design of technical activities to support teaching.	1,3
	Ability to develop and document standard operating procedures and training materials.	1,3
	Ability to contribute to curriculum or teaching activity design.	1,3
Qualifications	NEBOSH or IOSH Managing Safely certificate.	1
	Degree in a relevant science or engineering discipline.	1
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:

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- 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 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.

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 themselves with a disability, provided they meet the essential criteria for a role. 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 place 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.

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