



Edge Hill University

Senior Laboratory Technician

Reference: EHA0119-0622

Salary: £27,511 - £30,046 per annum,
Grade 6, Points 23 – 26

Contract Type: Permanent

Hours: Full Time (36.25 hours per week)

Location: Ormskirk



It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

**Edge Hill
University**

Job Description for the post of:

Senior Laboratory Technician

Full Time

Permanent

EHA0199-0622

Accountable to: Head of Department

Reporting to: Pro Vice-Chancellor and Dean of the Faculty of Arts and Sciences

About the Faculty/Department

Geography and Geology, housed in the Geosciences Building, delivers a range of high-quality undergraduate programmes including BSc Geoenvironmental Hazards, BA and BSc (Hons) Geography, BSc (Hons) Geography and Geology, BSc (Hons) Geology with Geography and MRes in Geography. We are currently a team of 10 full-time academic staff, 5 Graduate Teaching Assistants and 4 support staff.

The recently refurbished Geosciences building includes a large lecture theatre, smaller teaching/seminar rooms, Geographical Information Systems laboratories, a geological science laboratory, physical geography teaching laboratory, physical geography research laboratory, environmental analysis laboratory and engineering geology laboratory. The teaching and research laboratories, and associated stores, house a range of modern, industry-standard equipment for laboratory and field work (<https://www.edgehill.ac.uk/geography/courses/facilities/>). The GIS laboratories include a suite of networked PCs which are also used to access Geo-specific software including ERDAS Imagine and ArcGIS. Staff and students have access to specialist data portals, which include Edina (Ordnance Survey) Digimap, Edina (Historic) Digimap and BGS geological data.

About the Role

You will be responsible for the Geography and Geology Laboratories' practical organisation, including day to day running of facilities and development of good practice, ordering, efficient and appropriate lab use, to ensure all areas are technically supported.

In supporting teaching, staff and student research and knowledge exchange activities, and advising and supporting the Head of Department, you will contribute to the smooth running of the department.

The role includes oversight of Department health and safety arrangements and their operational implementation to include the specific requirements of ensuring a safe working environment in our workplace, our laboratories, and with field equipment.

Occasional weekend working, residential and potentially overseas fieldwork may be required.

Duties and Responsibilities

1. Responsible for Geography and Geology Laboratories' practical organisation, including day to day running of facilities, and development of good practice, ordering, efficient and appropriate lab use, ensuring all areas are technically supported.
2. Responsibility for laboratory, workplace and fieldwork health and safety requirements in liaison with the Head of Department. Ensuring accurate completion of health and safety documentation, reports and records in consultation with the Head of Department, and providing advice and support in this area to staff and students; qualified First Aider.
3. Ensuring the laboratories are well stocked, sourcing suppliers of materials, equipment and consumables and placing orders as appropriate within budget constraints; Maintaining accurate records of budget expenditure on laboratory resources.
4. Liaise with external suppliers of goods and equipment for procurement, maintenance and servicing.
5. Arrange preparation of rock-thin sections for teaching and research purposes
6. Maintain, operate and instruct staff and students in the use of scientific equipment
7. Undertake routine and complex research and knowledge exchange duties in consultation with research active staff
8. Collect, manage and interpret data for eventual scientific publication, ensuring meticulous record keeping of research/knowledge exchange activities.
9. Support of teaching by setting up equipment for practical classes and field courses; training and supervising undergraduate and postgraduate students in laboratory procedures, technical processes and equipment operation. This may fall outside the formal teaching timetable and may involve evening and weekend work.

10. Collation and organisation of specific resource collections for teaching purposes
11. Ensure clear, concise and accurate communication and training is given to all staff and students who will use the laboratories including the production of technical instructions, standard operating procedures and user guides.
12. Attend training courses provided by equipment suppliers and in turn pass on that knowledge by training new or existing laboratory staff. Hence have a commitment to staff development.
13. Proactive support of staff research and knowledge exchange activities through undertaking laboratory analyses as part of research projects and providing technical field support
14. To take responsibility for the maintenance of laboratory equipment in the work environment in accordance with technical and health and safety procedures, diagnosing faults and repairing as necessary.
15. Plan and prioritise work in order to meet deadlines. Work autonomously and as part of a team with junior technician and other staff members to achieve objectives and meet deadlines.
16. Make a positive contribution to the student experience in relation to the work and development of degree programmes.
17. Promoting and advising on operational best practice, helping to ensure that the technical quality of the laboratory is fit for purpose in a competitive environment.
18. Keep abreast of new developments and approaches, and good practice across the sector, benchmarking and contributing to networks.
19. To work flexibly, especially during peak times in the teaching year, and ensure support for timetabled practical classes, field teaching, outreach and recruitment activities and occasional driving duties. This may involve evening and weekend work.
20. Training and supervising undergraduate and postgraduate students in laboratory procedures, technical processes and equipment operation
21. To undertake any other duties as required by the Line Manager or a member of the Faculty Senior Management Team.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety

- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 6, Points 23-26
£27,511 - £30,046 per annum

Hours: 36.25 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification for the post of:

Senior Laboratory Technician Full Time, Permanent EHA0119-0622

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (I/A/S/T/P)
Qualifications				
1	Degree in Geography, Geology, Environmental Science or a related science discipline or a commitment to develop subject knowledge to an appropriate level to meet the requirements of the post	*		A
2	Valid driving license		*	A
Experience and Knowledge				
3	Experience of the day-to-day operations of a Physical Geography/Geology/Environmental Science laboratory	*		A/S/I
4	Experience of managing a laboratory and being the sole person in charge of a laboratory	*		A/S/I
5	Experience of working in the Higher Education (HE) Sector		*	A
6	Extensive experience and understanding of specialist technical and analytical equipment, servicing requirements, processes and procedures such as surveying, dataloggers, river flow meters, water and sediment samplers, weather station, meteorological equipment, and ecological sampling; particle size analysis, water chemistry, sediment and soil geochemistry, magnetic measurements	*		A/S/I
7	Experience of health and safety procedures in a laboratory, workplace and fieldwork environment to ensure and improve safe working practice	*		A/S/I

Abilities and Skills

8	Flexible attitude and approach to working and interest in developing new experimental approaches and learn new techniques	*		A/S/I
9	Ability to work as an expert in a range of technical procedures without supervision, demonstrating a good understanding of technical procedures relating to a Physical Geography/Geology/Environmental Science laboratory	*		A/S/I
10	Excellent organisational skills, record keeping and effective planning to ensure smooth running of the Geography Department laboratories and their facilities	*		A/S/I
11	Excellent interpersonal and communication skills and the ability to establish, develop and maintain professional and collegiate relationships with students, colleagues and stakeholders across the University and within the sector to deliver excellent customer service	*		A/S/I
12	A high level of competence in the use of IT and its application including: Word, Excel, databases, search engines, email and mobile technology	*		A/S/I/T
13	Highly self-motivated and able to work effectively on own initiative displaying flexibility, creativity, innovation, proactivity and prioritisation	*		A/S/I
14	Able to work effectively as a team member	*		A/S/I
Other				
15	Willingness to travel to field sites and undertake data gathering, with possible short periods away from work	*		A/S/I

How to Apply

When you are ready to start the formal application process, please visit www.edgehill.ac.uk/jobs and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

For informal enquiries about this vacancy you may wish to contact Cherith Moses, Head of Department at mosesc@edgehill.ac.uk.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 23:59 on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.