UNIVERSITY OF LEICESTER

# Job Summary

**Job Title:** Technician
**Grade:** 5
**Salary:** £27,241 to £31,861 per annum, pro-rata if part-time
**Department:** Technical & Research Infrastructure Services
**Hours/Contract:** Full-time, fixed term contract till 15 November 2027
**Job Family:** Technical
**Reference:** 13956

**Role Purpose**

To provide support for the day to day running of the teaching and research laboratories and fieldwork facilities particularly associated with the School of Heritage and Culture, with a focus on Geomatics and Geophysical survey.

**Resources Managed**

Technical resources, labs and equipment

| Main Duties and Responsibilities |
|---|
| • Working from UG and PGT timetable and in consultation with the Teaching & Research Team Leader and Academic staff, carry out the day to day preparation for the School lab teaching sessions and open-access periods, ensuring the working environment is in good working order and H&S is adhered to. Contribute to students' learning through demonstration of techniques. Assist and advise students and staff on the preparation of and use of equipment. Purchase equipment and consumables as required to maintain stock levels for teaching activities. Support fieldwork activity, which may include driving the School's vehicle/vans to different sites. Support H&S practices in the field. Contribute to setting up Fieldschools, demonstrating and excavation/finds processing. |
| • Provide technical services to research programmes, train users, maintain equipment, collections, archives and other facilities which support in geomatics and geophysical survey specialisation in particular. Ensure accurate record keeping and maintenance and management of shared equipment service contracts. |
| • Assist in safety management of laboratories, providing H&S inductions to new members, application of COSHH and safe storage and disposal of chemicals and materials as well as involvement in safety inspections. |
| • Work with the Teaching and Research Team Leader to address any areas for improvement, to ensure continuous improvement and effectiveness of technical services |
| **Internal and External Relationships** |
| Internal: |
| • Daily interactions with members of research groups, at all levels, relating to the execution of support duties and H&S matters |
| • Frequent interactions with UG & PGT students and other visitors to research areas as required |
| • Regular contact with other technical staff and administration staff |
| • Attendance at Technical & Research Infrastructure Services staff meetings |

Athena Swan Silver Award · Race Equality Charter Bronze Award · disability confident LEADER · LGBT+ 2020 - 2021 AWARDEE ORGANISATION · Stonewall DIVERSITY CHAMPIONS

External:

- External suppliers and representatives to acquire information and quotations for the procurement of new equipment and consumables

## Planning and Organising

Plan and organise own workload taking into account the requirements of each area of responsibility and prioritising tasks in order to meet agreed deadlines.

Organise the procurement of goods, services and equipment to meet the needs of research / teaching, up to several months ahead.

Attend training courses as reasonably required by line management and be proactive in terms of continued professional development.

## Qualifications, Knowledge and Experience

**Essential**

- Technical or scientific education to ONC or NVQ3 level, or equivalent*
- Experience in the field of Archaeology*
- Knowledge of laboratory and fieldwork best practice and safety issues, and well-developed understanding of Health and Safety regulations and procedures
- Experience of liaising with commercial suppliers of equipment and consumables*
- Experience of managing COSHH procedures*
- First aider, or willing to be trained as a first aider*

**Desirable**

- Substantial relevant work experience in a comparable role, with a specialism in Geomatics and Geophysical Survey *
- D1 Minibus / Midas licence*
- Current UK driving licence*
- Degree in Archaeology or related subject*

## Skills, Abilities and Competencies

**Essential**

- Ability to demonstrate behaviours that are in accordance with the University values of inclusive, inspiring and impactful.
- Effective oral and written* skills in order to communicate effectively with staff and students.
- Good working knowledge of Microsoft Office suite
- Ability to plan own activities to agreed deadlines
- Good inter-personal skills

- Ability to work independently and interact well with team members and contacts both internal and external to the University.
- Ability to initiate and develop professional relationships within the group and School

**Desirable**

- General archaeological fieldwork skills

**Criteria to be used in shortlisting candidates for interview*

## Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

## Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

## Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

## University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

## Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

## Equity and Diversity

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We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.