



Job Title: Departmental Technician

Grade: 4

Salary: £23,950 to £26,038 per annum, pro-rata if part-time.

Department: Physics and Astronomy

Hours/Contract: Full-time or job share, fixed term contract to 31 March 2025.

Job Family: Technical and Experimental

Reference: 10672

Role Purpose

Work as part of a team providing technical support to staff, students, and senior colleagues in the undergraduate teaching laboratories.

Undertake the maintenance of laboratories and project areas for 300+ undergraduates.

Main Duties and Responsibilities

Preparation for Teaching

- Work with senior colleagues or under guidance to maintain the existing laboratory equipment database.
- Preparation including setup and clearing away, of laboratory experiment to facilitate the dynamic teaching in the laboratories.
- Promote and enforce good laboratory practice within the laboratories, including working within relevant health and safety procedures e.g. COSHH and Risk assessments and provide technical instruction and advice to colleagues and other lab users in a courteous manner, to promote a positive image of the service.
- Monitor store levels, reordering consumable and equipment stock for teaching laboratories, following pre-determined budgetary constraints and procedures.
- Devise technical solutions to a range of practical problems to facilitate effective learning, teaching and support services.
- Provide assistance to set up, and use of audio-visual equipment for teaching and non-teaching activities within the department.
- Support the department in the development and delivery of Open Day activities

Maintenance

- Ensure that all resources within the teaching laboratories are in good working order including maintenance, cleaning, repairing, electrical and safety testing of the laboratory equipment when appropriate.
- To assist in the production of master paperwork to meet the deadlines of Design Services and the laboratories.
- Act as a departmental contact for electrical testing of electrical items.

Assist with departmental duties required by the Technical Services Manager

Internal and External Relationships

- To receive instruction and work in close contact with senior technicians, line manager, and academic staff to plan and deliver specific tasks on a daily basis.





- To assist demonstrators and academics in the technical training of undergraduate, where necessary, in key laboratory techniques and use of equipment.
- Attending group meetings in order to ensure up to date knowledge of the work of the group.

Planning and Organising

- Plan and organise own work after clarification with senior lab staff/line manager to provide provision of laboratory equipment and supplies to teaching laboratories.
- Respond flexibly to changing priorities and requests for assistance; reorganising schedule as necessary.
- Refer more complex issues to line manager.

Qualifications, Knowledge and Experience

Essential

- NVQ 3 or equivalent in a relevant discipline or general education to A-level standard in a relevant subject *

Or

- Sufficient previous experience in a similar post *

Plus

- Demonstrable knowledge of general lab equipment and the ability to use it
- Sufficient knowledge of physics to assist students and development staff to identify and source equipment required
- Familiarity with a range of software packages including bespoke and specialist programmes
- Experience of electrical appliance testing

Desirable

- Understanding of scientific/technical applications used in Physics teaching

Skills, Abilities and Competencies

Essential

- Good written* and oral communication skills
- Evidence of well-developed interpersonal skills
- Ability to plan and organise own work and that of others
- Proven ability to work independently and as part of a team

Desirable

- Familiarity with computerised systems/databases
- Experience of creating, developing and maintaining spreadsheets
- Thorough knowledge of Health and Safety regulations and procedures

****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 expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

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

Equity and Diversity

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 equity 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 equity, diversity and inclusion.

