



Job Title: Optical Precision Technician

Grade: 5

Salary: £26,338 to £30,805 per annum, pro-rata if part-time

Department: Physics and Astronomy

Hours/Contract: Full-time or job share, fixed term contract to 30 November 2026

Job Family: Technical and Experimental

Reference: 10996

Role Purpose

To fabricate optical components & associated tools with cutting-edge facilities in the laboratory & be involved in a wide range of activities including handling researcher support. Design the components in software & generate toolpaths. Plan, design, develop, construct & refine experimental systems, apparatus, or equipment. Provide cost estimates & timescales for work to support research.

Main Duties and Responsibilities

- Make bespoke tooling for special applications. Prepare samples for experiments, including parting & blocking. Programming CNC machinery using CAD/CAM packages to manufacture one-off & small batch components.
- Conduct polishing work in polishing machines & robots, including part alignment, probing, machine checking, experiment conditions record.
- Monitor polishing condition variation & report/record details.
- Analysis processing results & provide feedback.
- Provide advice in grinding, polishing optical components for other researchers. Cleaning & maintaining equipment & machinery.
- Providing other technical expertise where required.
- Oversee the technical running of the Zeeko lab, planning schedules and resource allocation beyond just managing own workload
- Undertake Health and Safety Assessments related to general laboratory activities.

Internal and External Relationships

- Daily contact with academic, research and technical staff within Space Park Leicester
- Regular contact with University Estates staff and external contractors
- Regular contact with SPL Operations and Assembly, Integration and Test teams
- Contact with industry partners.

Planning and Organising

- Plan and prioritise own workload. Some work is reactive and depends on the use of the cleanroom facility. Plan other duties around this work.
- Follow set maintenance schedules which may also be overseen by line manager and





senior technical staff

- Plan ahead to ensure stock items are in ready supply.

Qualifications, Knowledge and Experience

Essential

- Educated to City & Guilds/BTEC/NVQ level 4 qualification or equivalent in engineering or a technical based subject* OR substantial experience in an equivalent
- Experience of fabricating optical components & associated tools *
- Experience of using polishing machines & robots, including part alignment, probing, machine checking, experiment conditions record. *
- Experience of working to pre-defined maintenance or safety procedures within a research or industrial setting
- Previous technical (mechanical/electrical) laboratory and/or cleanroom experience*
- Experience in mechanical and/or electrical assembly activities*
- Experience of maintaining laboratory/cleanroom equipment*

Desirable

- Experience of report writing
- Knowledge of safe handling of gas cylinders and/or cryogenic substances
- Experience of undertaking risk assessments
- Experience of fault finding
- Experience of jig and fixture design
- Experience of maintaining vacuum chambers and or leak testing. -
- Experience in populating and interpreting information from data bases

Skills, Abilities and Competencies

Essential

- IT skills, Excel, Microsoft Office, PowerPoint and email
- Work on own initiative
- Effective interpersonal skills
- Aptitude and willingness to learn new skills
- Prepared to attend appropriate safety training. This will include the use of cranes and lifting equipment for working at heights
- Work autonomously, prioritising own workload
- Effective oral and written* skills in order to communicate effectively with staff and industry partners





- Ability to follow procedures, instructions and protocols, specifically when working with specialist test facilities
- Ability to conduct practical engineering activities safely and efficiently

Desirable

- Full, clean UK Driving Licence
- Experience of providing training

****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.

