

Job Title: Laboratory Teaching Experimental Officer

Grade: 7

Salary: £39,906 to £46,049 per annum, pro rata if part-time

Department: Central Technical Services

Hours/Contract: Full-time, or job share considered, fixed term contract for 12 months or until the return of the postholder, whichever is sooner

Job Family: Technical and Experimental

Reference: 12088

Role Purpose

To provide technical and practical expertise in organising the design, development and delivery of laboratory-based teaching within the School of Biological Sciences. Working collaboratively with the Central Technical Services (CTS) Manager, CTS staff, demonstrators and the academic teaching staff on the UG and PGT practical teaching programmes to ensure delivery of practical teaching and compliance with health and safety.

Main Duties and Responsibilities

- To organise, redesign and develop undergraduate and postgraduate Biological Sciences practical programme across the different subjects in line with the requirements of RSB Accreditation, and contribute towards the development of the School's practical teaching plans, working with both academic teaching and technical staff.
- Supervise MSc laboratory classes and assist with training PGR in demonstrating (including marking); contribute to the marking and moderation practical reports.
- Prepare the technical resources (including reagents and experimental optimisations) for MB7008, which runs in September and January, and be present during the module's practical sessions to provide technical support
- Provide technical support for running tissue culture workshops for postgraduate students
- Demonstrate in undergraduate practicals for BS1040 (Microbiology) and BS1050 (Genetics) and provide technical support for the undergraduate steered research project.
- Jointly manage with the Central Technical Services (CTS) Manager the Health, Safety and Wellbeing of CTS staff and areas. Joint responsibility for oversight and safety of all teaching laboratories. Work with Module Directors to prepare and have approved risk assessments for the School's undergraduate practicals.
- Manage, develop, motivate and provide training for the teaching technicians in CTS and demonstrators. Ensure that through effective professional development, the teaching technicians and demonstrators have the capacity and capability to deliver a consistently high quality of service.
- Prepare for and deliver outreach events held by the university

Internal and External Relationships





- Central Technical Services (CTS) Manager for the effective management of the CTS areas and teaching technicians
- Head of School of Biological Sciences
- School of Biological Sciences Office Manager and team
- Academic Course Convenors and staff for each of the undergraduate and postgraduate practical teaching classes
- Managers of each of the departments using the CTS facility
- Technicians from each of the departments providing practical expertise and support
- Estates Office
- Health, Safety and Wellbeing Office

Planning and Organising

- Work with Head of School in the development of the Masters STEM practical project
- Work with CTS Manager in the development of service provision and resource management taking into account the impact of external developments such as increased student numbers.
- Determine, co-ordinate, prioritise and allocate work to staff to ensure service provision is met for teaching objectives.
- Liaise and work with Academic Course Convenors and Departmental Managers in the development and implementation of teaching experiments.

Qualifications, Knowledge and Experience

Essential

- PhD (or near completion) in bio-scientific subject or equivalent experience*
- Comprehensive understanding and demonstrable experience of working in a laboratory environment with a broad range of Biological Sciences technical knowledge*
- Demonstrable substantial experience of working on undergraduate and postgraduate wet lab practical teaching classes*
- Practical experience of personnel management
- Experience and understanding of working with budgets and procurement
- IT skills including use of the internet, word-processing, spreadsheets and databases with experience of manipulating data*
- Experience of managing staff and resources within a similar scientific environment
- High level of both written & oral communication to present and articulate ideas and influence others*
- High level of interpersonal skills and time-management skills*
- Full understanding of Health & Safety regulations and procedures*

Desirable

- Experience of co-ordinating work over several areas*
- Experience of working with several varying and sometimes competing requirements*
- Working knowledge of SAP
- Understanding of University financial and purchasing regulations

Skills, Abilities and Competencies





Essential

- Ability to demonstrate a high level of motivation, including the ability to work independently on own initiative*
- Experience of managing in a busy complex working environment, to ensure a highly professional approach to work*
- Ability to plan a wide range of activities with an appreciation and understanding of the wider organisation*
- Be able to demonstrate adaptability and willingness to respond to the varying requirements of a demanding and complex role, including responsiveness to changing circumstances
- Ability to relate well to staff at all levels with proven ability to communicate effectively*
- Attention to detail*
- Proven capability for analysing, troubleshooting and solving technical/scientific issues*

****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.

