

Job Description

Job title	Laboratories Technician in Civil Engineering
School / department	School of Computing and Engineering
Grade	4
Line manager	Head of Subject (Engineering)
Responsible for (direct reports)	N/A
Date of creation or review	25/01/2023

Main purpose of the job

A short summary of the role

Providing every day running of the School's undergraduate teaching laboratories, providing technical support for the practical laboratory and practical sessions as well as supporting academic and research activities.

- Provide clean, tidy and safe workshop and laboratory
- Maintain equipment in good working order
- Monitor stock levels and initiate any ordering or requisitioning of materials as required
- Liaise with lecturers and make appropriate preparation for practical classes
- Maintain up to date records
- Work as a member of the school team and contribute the running of courses
- Help with all the practical sessions

Key areas of responsibility

Description of the key duties and responsibilities associated with the role (bullet pointed or numbered).

- To research and procure components for the design, construction and or repair of equipment
- Maintain the School's existing stocks of land surveying equipment
- To work closely with, and provide support for, research groups in the School with respect to their needs for civil and environmental engineering based work
- To develop good working relationships with staff in order to complete work related tasks
- Help setup and prepare the laboratories for taught sessions
- Be available in the laboratory to support students during scheduled sessions
- Ensure that equipment for experiments is present, correct and in good safe working order
- Calibrate equipment to ensure that measurements taken are accurate
- Troubleshoot faulty equipment, and repair or provide replacements to allow experiments to continue

- Work closely with academic staff to refurbish, develop, and construct new experiments
- To understand and adhere to the University's work-related policies (e.g. IT Acceptable Use Policy, Diversity Policy etc.)
- To produce and update the health and safety documentation including risk assessments and method statements for laboratory equipment
- To communicate effectively, and work closely, with academics, postgraduates, undergraduates, other technical staff and visitors, to complete required tasks and develop new ideas
- To attend training courses on the wide-ranging health and safe regulations pertaining to the work carried out in the department and to complete further training, as necessary, on subjects relating to the job holder's work within the department. This may necessitate learning new techniques and areas of expertise, and may require attendance at both internal and external course
- To carry out general tasks and duties for the School as directed by the Head of Subject for Engineering
- To work closely with and provide support for final year students and their supervisors on undergraduate experimental projects that utilise civil and environmental engineering equipment
- To undertake any other duties, commensurate with the grade of the role, at the request of the Head of Subject for Engineering or the Head of School

In addition to the above:

- All staff are required to adhere to the University's Health, Safety and Environmental Policy & Procedures
- All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures
- Undertake any other reasonable duties relating to the broad scope of the position

Dimensions / background information

Organisational chart or some further information about the School/College/department.

The School of Computing and Engineering at the University of West London is a dynamic and forward-looking School with high quality teaching, student experience and research informed teaching at the top of its priority list. The School has strong links with local, national and international partners making graduate employability key to the success of courses that we offer. The School enjoys state-of-the-art equipment and offer a number of courses fully accredited by relevant professional bodies across the board.

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies This section reflects the appropriate level of expertise required by the role.	Minimum of HNC/HND level or equivalent in a technical subject	Essential	X	X	
	Degree level qualification in technical area.	Desirable	X	X	
Knowledge and experience This section reflects the level of knowledge and experience of the key aspects of the role, as described in the job description.	Experience in civil engineering and material testing in these areas	Essential	X	X	
	Working knowledge of relevant health and safety regulations	Essential	X	X	
	Excellent practical skills	Essential	X	X	
	Previous experience of working in an educational environment	Desirable	X	X	
Specific skills to the job This section identifies job-specific skills required which might be completely unnecessary for other jobs but are critical to this particular job.	Working knowledge and practice in use of various laboratory equipment	Essential	X	X	
	Experienced user of civil engineering and mechanical testing equipment.	Essential	X	X	
	CAD skills and experience in the construction industry	Desirable	X	X	
	Conversant with specialist design and engineering software	Desirable	X	X	
	Knowledge and experience of the building and civil engineering construction industry	Desirable	X	X	
General skills This section identifies transferable skills that you use for almost every job.	Ability to work efficiently and accurately and computer literate	Essential	X	X	
	Effective oral and written communication skills	Essential	X	X	
	Ability to work with minimal supervision	Essential	X	X	
	Ability to work efficiently and accurately and computer literate	Essential	X	X	
	Team player	Essential	X	X	
	Flexible attitude	Essential	X	X	
	Ability to learn new skills and techniques as new research areas develop.	Essential	X	X	
	Recent professional development	Desirable	X	X	

	Is aware of the workings of the Higher Education sector	Desirable	x	x	
Other This section should be used to make candidates aware of any special circumstances pertaining to the post.					

Disclosure and Barring Scheme Is a DBS Check required: DBS (This post does not require a DBS check)

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

¹Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

²Demonstration: Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.