

Job Description

Job title	Civil Engineering Lab Technician/Demonstrator
School / department	School of Computing and Engineering
Grade	Grade 4
Line manager	Head of Subject - EEE, Sound Eng, Math & Stats
Responsible for (direct reports)	N/A
Date of creation or review	April 2024

Main purpose of the job

The post-holder will be responsible for the for;

- Providing every day running of the School's undergraduate teaching laboratories, providing technical support and supervision of practical classes.
- Provide clean, tidy and safe 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 assist in the supervision of classes and project work.

Responsibilities include preparing and setting up lab materials before sessions, adhering to strict health and safety measures, maintaining a consistent supply of components, and ensuring a safe teaching environment.

Key areas of responsibility

1. Assist with the Civil Engineering courses and modules offered by the subject group as required.
2. Ensure appropriate H&S for students and projects.
3. Supervise labs where appropriate.
4. Undertaking administrative duties associated with the laboratories as necessary.

5. Give input to new course developments as necessary, including the development and delivery of commercial education and training.
6. To work closely with, and provide support for, research groups in the School with respect to their needs for electrical engineering based work.

In addition to the above areas of responsibility the post-holder may be required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

Within the School of SCE, you will be responsible for providing general technical support for research and teaching laboratories, including maintaining equipment, materials preparations, training and assisting users, and attending and demonstrating in classes, as required.

You will be experienced at working independently, and (in line with all relevant health and safety requirements) in a civil engineering setting and have a proven expertise in a range of techniques.

You should have at least a BSc or equivalent in a relevant subject area and ideally have, or be working towards, a postgraduate qualification in a laboratory based discipline.

A lab technician is a professional who is involved in every aspect of Laboratory work, from recording data to maintaining equipment. They are responsible for various tasks that follow strict guidelines and regulations, including protecting the accuracy and efficiency of experiments while keeping labs organised.

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	Evidence of practical experience in a relevant subject	Essential	X	X	
	Demonstrated knowledge of current civil engineering practical approaches	Essential	X	X	
	Ability and willingness to contribute to practical teaching	Essential	X	X	
	Practical skills relevant to the subject area	Essential	X	X	
	Ability to undertake some research and consultancy work in a relevant field and to agreed targets	Essential	X	X	
Knowledge and experience	Effective oral and written communication skills	Essential	X	X	
	Ability to work with minimal supervision	Essential	X	X	
Specific skills to the job	Experience with concrete sample production	Essential	X	X	
	Experience material testing techniques	Essential	X	X	
	Experience with geotechnical testing techniques	Essential	X	X	
	Experience of appropriate computer software/packages	Desirable	X	X	
General skills	Good communication skills with students	Essential	X	X	
	Good organisational skills	Essential		X	

Disclosure and Barring Scheme Is a DBS Check required: 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.

¹**Essential 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.

² **Demonstration:** 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.