



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Technician				
DEPARTMENT	Life Sciences				
LOCATION	Lincoln Campuses				
JOB NUMBER	COS651	GRADE	5	DATE	June 2025
REPORTS TO	Senior Technician				

CONTEXT

The School of Natural Sciences within the College of Health and Science offers an exciting and supportive integrated work environment for excellence in research and teaching. A cross-school technical team combining discipline expertise with operational flexibility creates a dynamic and multi-disciplinary environment to enable delivery of the College's ambitious development plans.

The post-holder will have specialist skills in spatial analysis and data visualisation (GIS) and the technical expertise to support related IT requirements as well as assist in our teaching and environmental materials laboratories. The post-holder will be required to support IT and laboratory practical and field-based teaching, assisting in classes and dissertation projects but may also be required to work at times across all Departments within the School and their buildings, providing technical support to research, teaching and occasionally commercial service delivery if required.

JOB PURPOSE

The role provides highly specialist technical support to teaching staff and research teams by preparing and overseeing the practical delivery of IT teaching classes as well as assisting in lab and field environments. The role will also utilise, maintain, and develop IT capabilities, particularly those related spatial data analysis and visualisation, including Geographic Information Systems (GIS). Additional expertise in using Microsoft Office Suite and associated Microsoft 365 Apps, and knowledge of, programming languages and software development will be desirable.

The post will also support field and laboratory data collection utilising relevant techniques to assess the physical and chemical nature of environmental samples. Within the laboratory, the post holder will contribute to the operation and maintenance of laboratory and field equipment to ensure the smooth running of the environmental materials laboratory.

KEY RESPONSIBILITIES

General
<ul style="list-style-type: none">• Interpretation of customer requirements to produce solutions and/or advice to produce a high level of learning support.• Thorough understanding of the techniques and procedures of complex processes or specialised systems.• Writing of complex instruction sheets and guidance material.• Point of reference for other team members for guidance and advice.• Liaise with colleagues and external clients to build relationships and contacts.• Involvement in determining the delivery of service within the area.• Decision making on routine matters in consultation with colleagues.• Carry out tasks requiring a high level of physical or sensory techniques.• Provide regular demonstration and guidance to others in the team.• Train or instruct students on standard tasks or activities that require them to assess competency and provide feedback.
Preparation of Experiences, Machinery and Equipment
<ul style="list-style-type: none">• Set up equipment and prepare materials for teaching and/or research.• Provide assistance in conducting experiments and using the equipment.• Work closely with academic staff to determine the level of delivery that is required for students.
Demonstration of Procedures
<ul style="list-style-type: none">• Demonstrate practical procedures and techniques to undergraduates during practical classes, when requested by the academic in charge.• Be responsible for coaching and guiding academic staff and students in the techniques, procedures, complex processes and specialist laboratory and IT systems/software.• Be responsible for producing written complex instruction sheets and guides for students to use in the laboratory.• As required introduce individuals to the laboratory and IT/GIS systems and tailor the process to the differing needs of the learners.
Provision of Technical Advice
<ul style="list-style-type: none">• Provide technical advice to undergraduate project and research students and researchers in the design of experiments or equipment.• Advise Managers and Academic staff on developments in laboratory/workshop/studio procedures/methods and new equipment (including costs) that may be available and how this would benefit the area and students.• Be main point of reference to colleagues for guidance and advice in all aspects of laboratory/workshop/studio processes and equipment.

- Advise on the operational timetable for academic planning activities as well as in respect of space planning.

Liaison and Networking

- Where directed by Line Manager, attend internal and external working parties or committees.
- Build and maintain relationships with colleagues across the University and external parties e.g. suppliers, contractors etc.

Maintenance and Repair of Equipment/Apparatus

- Responsible for maintaining and repairing equipment and liaison with external companies to oversee repair or replacement.

Collation of Results

- Prepare and collate results for interpretation by self and others. Use results to make changes to experiments/procedures in relation to laboratory/field/IT/GIS systems.

Development of Methods of Testing and Practices

- Develop new or improved methods of testing and demonstrating practices.

Health and Safety

- Contribute towards ensuring safety regulations are followed. Conduct risk /COSHH assessment. Instruct students in safe working practices including overseeing activities in the labs.

Stock Control and Ordering

- Monitoring of resources including the sourcing of suppliers and new equipment. Placing orders when required including monitoring of expenditure within a set budget.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none">• Technical Managers/Senior Technician• Heads of Schools• Fellow technical staff• Staff within the schools• Health and Safety Department• Students	<ul style="list-style-type: none">• Relevant academic and professional groups• Relevant national, regional and international networks• Materials suppliers and contractors



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UNIVERSITY OF LINCOLN PERSON SPECIFICATION

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
HNC level qualification or equivalent experience in a similar role	E	A
Degree in Geography/Environmental Science or similar	D	A
Experience:		
Previous experience with (spatial) data analysis, Geographic Information Systems (GIS) and data visualisation	E	A/I
Previous experience working in a laboratory/field	E	A/I
Skills and Knowledge:		
Proficiency in Microsoft Office suite, including expert knowledge on data analysis and visualisation in Excel	E	A/I
Expertise in spatial analysis and GIS (preferably ArcGIS, but also QGIS, GRASS, ENVI or others)	E	A/I
Basic Programming skills (R, Python, Matlab or others) and ability to develop App-based systems using e.g. Power Apps or similar	D	A/I
Good written & verbal communication skills to enable explanation of technical issues and processes	E	A/I
Basic lab and field skills	D	A/I
Competencies and Personal Attributes:		
Enthusiastic and flexible approach to work	E	I
Effective team worker	E	A/I
Able to work confidentially	E	A/I
Customer orientated approach to work	E	A/I
Professional and courteous manner	E	A/I
Proactive and able to demonstrate initiative	E	I
Business Requirements:		
Willingness to work flexible hours on occasions to accommodate the needs of business	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	CC	SPBP	PC
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