

Junior Laboratory Technician (Maternity Cover)

Job Description

The Role

Job title:	Junior Laboratory Technician
Department:	Laboratories and Research Services, Directorate of Innovation and Learning
Responsible to:	Laboratory Manager
Location:	Royal Agricultural University, Cirencester
Salary:	Grade 4, £23,881 to £26,943
Term:	Full time, 12 months
Relationships with:	Internal: Royal Agricultural University (RAU) Academic and Professional Services Staff, Students External: Contractors and Suppliers

About the Directorate

The Innovation and Learning Directorate at the Royal Agricultural University (RAU) is a key delivery agent of the [RAU Strategy 2023-2028](#), and the three strategic goals of **Quality**, **Reach** and **Sustainability**. The University's vision is *'to be the UK's global university for sustainable farming and land management, enabling communities locally, nationally and across the world to thrive in harmony with nature'*. To deliver this, the Directorate of Innovation and Learning leads and brings together activities across International and Partnerships, Learning and Teaching, Research and Knowledge Exchange, Learning Technology, Laboratories, and Library and Archives as part of the University's Professional Services.

The Directorate of Innovation and Learning takes a leading role in managing our external and stakeholder relationships and partnerships and strives to be the professional face of the RAU. The Team works closely with Academic staff and specifically with our entrepreneurship and business support functions in the Transformation Directorate (Farm491, the Growth Hub Cirencester and Continuing Professional Development) as well as the Enterprise and Employability Team. The Directorate of Innovation and Learning also brings together expertise in support of the University's academic endeavour by the enabling of academic staff and researchers and the enrichment of the curriculum, at our UK campus and across our international partners.

Directorate of Innovation and Learning activities are fundamentally cross-cutting to the RAU, engaging with all Departments in the University as well as engaging in cross-RAU committees and groups and contributing to cross-University Projects, including Innovation Village.

The RAU has recently completed a £5.8M project to establish new 'Land Laboratories' as part of an Office for Student grant. The facility consists of seven new laboratories, including clean, genetics, omics and analytical laboratories as well as an Experimental Barn. This state-of-the art facility will be available for use in the 2025-26 academic year.

Role Purpose

The Junior Laboratory Technician will assist in providing high-quality technical and laboratory support for the new Land Laboratories and Experimental Barn at the University. The role supports both teaching and research ambitions of academic colleagues to enable an excellent student experience, and ensure a safe working environment operating to the highest standards of professional laboratory practice. The Junior Laboratory Technician will liaise with commercial suppliers and support commercial projects as well as some public engagement activities.

The role will work collaboratively across specialisms including crops, animal anatomy, microbiology, soil chemistry, plants, water and food waste analyses.

The Laboratory Technician will work both autonomously and collaboratively, and work flexibly as part of a small team. The role will involve supporting the establishment of the new Land Laboratories and Barn following the relocation and demolition of the old laboratories over the summer.

Key Responsibilities

The Junior Laboratory Technician will:

1. Support and assist with **analytical and practical laboratory work and experiments** associated with teaching, research and commercial projects, including:
 - Assisting with the preparation of necessary solutions, chemicals and equipment;
 - Collecting, preparing and maintaining soil, plant and animal samples, including assistance in the acquisition of processed feed, silage, haylage, compound feeds and dissection material, together with the upkeep of soil, plant, weed, pest and disease samples and demonstration material including soil pits for farm classes;
 - Assisting with demonstration tasks within timetabled practical classes (e.g. microscopy, soil analysis and safe handling of dissection materials) to assist academic staff responsible for the activity;
 - Liaising with academic staff to discuss and plan equipment and teaching requirements and associated Health and Safety implications (including risk assessments);
 - Keeping records e.g. for students' practical sessions, tracking methods, results and risk assessments for new practical and technical activities;
 - Supporting academic staff and research students with on-farm data collection; and
 - Supporting supervision of final years honours projects, dissertations and postgraduate research work.

2. Operate, support and maintain **equipment and instruments** (with appropriate training), including ovens, incubators, analytical equipment and soil testing facilities, including managing an inventory of Laboratory Assets as part of the University Equipment Strategy and Equipment Maintenance Schedule;
3. Conduct routine **laboratory maintenance and servicing**, including ordering materials and managing stock, ensuring that chemicals and other laboratory materials are appropriately stored;
4. Ensure that all **health and safety** procedures are documented, understood and followed correctly by laboratory users, cataloguing and maintaining safety records, risk assessments and data sheets in accordance with appropriate legislation, policies and procedures;
5. Supporting the development of new and existing **policies and procedures** including collection of data and processing of request forms relating to the laboratory operation and use;
6. Conduct daily **meteorological records**, reporting on a monthly basis to the Meteorological Office and maintenance of the weather station;
7. Support and assist with **knowledge exchange, public communication and commercial activities**, including demonstration and showcasing experiments and materials;
8. Support (as the Secretariat) the '**Senior Laboratory User Group**', the cross-University group to support the operation of the laboratories and make recommendations to the University decision-making Boards and Committees;
9. Work in alignment with the Innovation and Learning Directorate Operating Model, including through the development and delivery of annual personal objectives and appropriate personal development with appropriate KPIs and goals, regularly reviewing and reporting through the appraisal year as well as individually and collectively contributing to University Values.
10. Undertake other duties appropriate to this post as required by the Laboratory Manager and Director of Innovation and Learning.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
Degree or equivalent experience in chemistry, biology or other related science subject e.g. soil science, geology, animal or crop science	E	A
Educated to 'A' level in chemistry, biology or other related science subject	E	A
Knowledge, Experience and Skills:		

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Experience of laboratory and analytical techniques including analysing soil, plant tissues and diseases and/or animal feed, agricultural plant biology and field trials	E	A, B
Experience of working to legal and policy requirements, relating to health and safety, risk assessment and COSHH in a laboratory environment	E	A, B
A proactive and collaborative approach to providing and promoting a high quality and customer focussed service	E	A, B
Evidence of initiative including problem solving and decision-making skills at an operational level, demonstrating the ability to work autonomously as well as knowing when to engage peers and colleagues	E	A, B
Evidence of excellent organisational skills including prioritising work effectively and delivering to deadlines	E	A, B
Excellent communication skills, oral, written and presentational, and the ability to adapt to suit the audience and to work with staff at all levels	E	A, B
Flexibility, adaptability and the ability to cope with a busy workload, and a changing business and technical environment. Willingness to participate in non-core hours working	E	A, B
Excellent level of digital literacy, specifically especially statistical/calculations and ability to use standard IT platforms and applications including Microsoft Office, with the ability to learn new systems and applications	E	A, B
NPTC Pesticide Applicators Certificate PA1 and PA2 Qualification (Spraying)	D	A
Health and Safety qualifications, including Gas Safety and Handling	D	A
Equine handling and management experience	D	A

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Susan Coe-Martin, Laboratory Manager: Susan.Coe-Martin@rau.ac.uk
- **Closing date:** 24 August 2025 with **Interviews on:** 04 September 2025
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.