

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Technical Instructor – Civil Engineering

## **College/Department**

College of Science and Engineering

## **Location**

Markeaton Street, Derby, DE22 3AW

## **Job Reference Number**

0400-24

## **Salary**

£31,814 to £35,750 per annum (for exceptional performers, there is scope for further progression up to £41,113 per annum)

## **Reports To**

Technical Team Leader

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

The post holder will specialise in geotechnics and highway materials. The primary responsibilities of the role include providing technical support and instruction to students and staff, delivering training and demonstrations on the proper use of resources and equipment in both laboratory and field settings. The post holder will play a key role in supporting independent scholarships and research, while maintaining and managing the department's facilities.

In addition, the post holder will assist in other areas of the Built Environment discipline, such as surveying, fluids, and field trips, fostering collaboration across the wider university community.

## **Principal Accountabilities**

1. Assist in managing and organising resources and facilities to ensure effective service delivery.
2. Deliver formal technical skills instruction sessions on equipment usage and relevant health and safety procedures.
3. Create and update instructional materials, such as guides and videos, to support module delivery.
4. Maintain effective communication with technical and academic colleagues to ensure optimal use of technical resources and staff.
5. Oversee health and safety in designated areas, maintaining risk management, maintenance logs, and equipment-specific safety systems to ensure compliance with Health and Safety Regulations and policies.
6. Develop systems to enhance the student experience and establish practical skills aligned with industry standards.
7. Support off-site field trips and surveys, including residential trips.
8. Conduct ongoing informal assessments of student competence.
9. Support independent scholarships and projects across the entire subject area.
10. Manage and plan for discipline developments and deliveries, ensuring efficient use of resources.
11. Assist and support research and knowledge transfer activities by facilitating research and associated schemes.
12. Manage finances within the designated area and collaborate with budget managers to ensure financial efficiency and accountability.
13. Work with the student employment agency to recruit students for short-term contracts to support laboratory facilities and events.
14. Support open days and events as agreed with line management.
15. Attend relevant meetings as agreed with line management.
16. Participate in the university staff development review process and engage in continuous professional development to stay current with relevant technology.
17. Undertake any other duties as required in agreement with line management.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Undergraduate degree or higher in Civil Engineering/Related Engineering Discipline, or equivalent experiential learning in a related subject

#### **Experience**

* Demonstrable experience of providing technical delivery in a related scientific/environmental discipline in a Higher Education (HE) environment
* Fieldwork experience related to Civil Engineering
* Practical experience and good working knowledge of geotechnical testing equipment, concrete testing equipment and highway material testing equipment

#### **Skills, knowledge & abilities**

* Excellent and proven verbal communication skills and able to communicate effectively to students and staff
* Knowledge of using and maintaining equipment used in Civil Engineering, specifically Geotechnics
* Working knowledge of Health and Safety including Manual Handling, COSHH and Risk Assessment
* Knowledge of relevant computer modelling software (e.g. GEO5, FLAC Modeler, Slide)
* Ability to develop standard operating procedures for specialist/field classes
* Change oriented approach with a commitment to the University values and behaviours
* Manage own time/prioritises work of others in the team effectively

#### **Business requirements**

* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner
* Attend field trips/residential or otherwise as agreed with line management

### **Desirable Criteria**

#### **Qualifications**

* Professional registration (e.g., Memberships of CICES/ICE/CIHT/IStructE/ Associate fellow of HE)
* First aid training
* Driving licence
* UAV Qualifications (A2C0C or GVC)
* Health and Safety Qualification or evidence of training
* Qualification/training related to maintenance of equipment

#### **Experience**

* Demonstrable organisational experience relating to laboratory management and equipment inductions and booking
* Experience of working in a laboratory environment
* Experience of working with health and safety
* Experience of creating technical materials to support teaching activities

**Skills, knowledge, and abilities**

* Knowledge and skills related to Civil Engineering fieldwork
* Knowledge and skills related to Civil Engineering laboratory work
* Knowledge of chemical and contamination testing

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).