THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Lab Technician

Department/Division: Department of Psychological and Behavioural Science

Accountable to: Department Manager

The Department of Psychological and Behavioural Science aims to provide world-leading teaching at undergraduate and postgraduate levels, and to produce world-class research that moves from the laboratory to the real world and back. The development and management of cutting edge laboratory and research facilities is central to our achieving these aims. The Lab Technician will play a key role in the success of the laboratory's development and operation, and therefore in helping the Department to achieve its aims.

Duties/Responsibilities

Laboratory and Facilities Development

The postholder will collaborate with core LSE Services, Departments and staff (e.g., Estates, Learning Technology and Innovation, Teaching and Learning Centre, and academic and Professional Services Staff in the Department of Psychological and Behavioural Science) in the design, development and delivery of state-of-the-art laboratory and research facilities.

Researching and jointly determining appropriate facilities and their arrangement.

The postholder will be jointly responsible for ensuring that the laboratory and facilities developed to be in place from 2019-20 are appropriate:
- for the BSc in Psychological and Behavioural Science to obtain accreditation by the British Psychological Society, and to maintain it thereafter
- to support world-leading undergraduate and postgraduate teaching in research methods that is integrated with psychology and behavioural science
- to support world-class research in the field

Laboratory and Facilities Maintenance

The postholder will be responsible for ensuring appropriate storage, care and maintenance of the laboratory and facilities, including relevant budget holding

Managing Use of Resources

The postholder will be responsible for supporting student and staff use of facilities such as:

- **Statistical analysis packages** such as R, SPSS and Stata.
- **Online experimental design packages such** as E-Prime, MatLab, OpenSesame, Inquisit, Gorilla, or

simulation packages (e.g. driving simulator).
- **Observation and video recording systems** used to support the observation and recording of qualitative research, and coding (e.g. NVivo).
- **Psychometric tests**
- **Digital equipment** e.g. PCs, portable eye-trackers, printers and audio-visual equipment.

The postholder will be responsible for developing systems for:
- student and staff timetabling and access to the laboratory and facilities
- recording and monitoring use of the laboratory and facilities
- updating of the laboratory and facilities

Risk, Health and Safety and Ethics

The postholder will:
- be responsible for the oversight of health and safety risk assessments in laboratory areas and in the use of facilities
- be responsible for creating and maintaining documentation concerning health and safety and ethical issues that might arise in laboratory areas and in the use of facilities, and for verbal communication about these issues before and during use by students and staff
- contribute to the assessment of ethical issues concerned with research that uses the laboratory and facilities
- be a member of and contribute to the work of the Departmental Research Ethics Committee by providing input to ethical assessments of research proposals
- liaise with the LSE Research Ethics Committee regarding ethical issues concerned with research that uses the laboratory and facilities

Research Skills: Training and Development

The postholder will:
- liaise with academic staff responsible for teaching theory, research methods and statistics courses, in order to be jointly responsible for the integrated student learning of theory, method and statistics
- be a member of the DPBS Research Methods Teaching Committee, whose task is to oversee and assess the success of PBS students' integrated learning of theory, method and statistics
- support student use of laboratory and other research facilities, appropriate to the research projects that students undertake in their studies. This will include activities such as:
  - software programming – the successful candidate will be provided with required training
  - ad hoc workshops in use of specialist equipment such as video recording and editing facilities
  - set-up and co-ordination of specialist experimental equipment such as EEG, eye-tracking and echoic facilities

Strategy, Policy and Capacity Building

The postholder will:
- Contribute to developing a participant pool:
  - Develop a strategy to build a pool of research participants, for on–line and lab-based research
  - Maintain the pool of research participants, and ensure flexible access and appropriate payment
- Contribute to PBS Research Planning:
  - Contribute to the design and development of research grant applications for PBS
  - Advise on the feasibility of proposals in relation to existing equipment and necessary purchases of new equipment
- Monitor developments in:
  - Research methods and facilities in the wider psychological and behavioural science research community with respect to maintaining cutting edge facilities
  - The developing external policy context (UK, EU and international) with respect to research

funding policy and funding opportunities for research in PBS.
- Develop and maintain networks with psychological- and behavioural-research-related PSS staff in other Departments, research units and labs within LSE
- Develop and maintain networks with Psychology and Behavioural Science University Departments and non-university Labs internationally to keep abreast of best practice within psychological and behavioural science research support

Communication

The postholder will:
- be responsible for the creation and updating of on-line and off-line handbooks, procedures manuals, and policy documents for the systems, software, and equipment and laboratory
- be responsible for providing guidance orally and in other forms (e.g., email, blogging) to students and staff concerning use of facilities, before during and after their use
- provide advice and direction for students and staff using the laboratory and equipment to ensure quality control (e.g., audit of subject payments, communication with subjects and data integrity) of the studies conducted.
- Maintain and update information about the laboratory and facilities on the PBS website for internal and external audiences.
- Liaise with other PBS Professional Services Staff responsible for programme service delivery, to ensure the integration of laboratory and facilities use into those programmes
- Present summary reports at Departmental meetings to share information about the laboratory, facilities and usage

Planning and Organising Resources

The postholder will:
- Manage, monitor, and reconcile the PBS Lab annual budget, including the BRL Student and Staff Research Funds.
- Act as budget holder for the PBS Lab funds and
- Be responsible for cash handling for payment of all participants; manage and maintain a database of all payments
- Manage and maintain a database of the student credit system for acting as research participants

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability
The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.