

	Last Updated: 29/06/2026		
Job Title	Assistant Forensic Technician		
Faculty/ Department	Department of Sociology/FABSS Faculty Admin	Legal Entity	University of Surrey
Job Family	Professional Services	Job Level	2B
Reports To	Forensic Technician	Line Manages (role title(s))	N/A

Job Statement

As a member of the Forensic Investigation Team within the Faculty of Arts, Business and Social Sciences (FABSS), you will contribute to a broad range of technical services, supporting teaching, research and commercial activities. The post will provide high quality technical provision in support of academic staff, undergraduate student projects and laboratory/research work during practical classes.

Key Responsibilities This is not designed to be a list of all tasks undertaken but the main responsibilities (5 to 8 maximum)

1. To prepare and maintain equipment and materials used in specific practical classes, experiments and student projects, and the environments in which they are used, including classrooms, laboratories and scene investigation facilities.
2. Monitor stock levels, equipment and materials used within the Forensic Team & the school ensuring stocks are maintained and available for the smooth running of teaching/research/laboratory/experiment sessions.
3. Apply technical knowledge in support of teaching, student projects and research activity in crime scene simulation and laboratory environments by demonstrating/assisting in practical techniques to support student learning.
4. Ensure that teaching and research areas are kept tidy and to apply the appropriate health and safety precautions in the workplace (including those relating to body fluids, scene investigation and basic laboratory practice).
5. To assist with the preparation of teaching materials including scenario design and immersive learning technologies.
6. Undertake routine administration in support of the above.
7. Any other duties as appropriate to Technical Services within the Faculty as defined by the Operations and Facilities Manager.

N.B. The above list is not exhaustive.

Role Scope and Impact This is a summary of the post holder's role in delivering outcomes, making decisions, and the complexity of problem-solving involved in the role.

Planning and Organising

- The post holder will liaise with academic and technical staff to assist in the design and delivery of practical scenarios for teaching on the BSc (Hons) Criminology with Forensic Investigation course.
- The post holder will be required to maintain stock, including stock taking consumables and maintenance of electrical equipment to support the delivery of teaching and research.
- The department currently delivers a range of crime scene, forensic investigation and policing related modules which include a range of practicals in our crime scene flat and associated lab space. The role will be to assist in the operation of the spaces.
- The post holder will be required to set up all necessary practical crime scene and lab sessions for the course, ensuring the scenario is appropriate and all relevant evidence and materials for the class are available. This will include preparation of items and exhibits in advance, movement of materials and equipment, and cleaning and organisation afterwards. Demonstration of safe working practices for specific forensic equipment to students and staff will also be required.

Problem Solving and Decision Making

- The post holder will be required to follow health and safety, ensuring compliance for safe working practises within the crime scene facility. Problems with the facility should be reported to the Line Manager. Should the situation arise where there was no resolution this would be escalated to the Programme Director and Head of Department.

Continuous Improvement

- The post holder will also be able to suggest improvements in teaching delivery methods, scenarios and technology and equipment used for the course in collaboration with the teaching team and programme director.

Communication	2
Adaptability and Flexibility	2
Customer, Client service and support	2
Planning and Organising	2
Continuous Improvement	1
Problem Solving and Decision-Making Skills	1
Creative and Analytical Thinking	1
Influencing, Persuasion and Negotiation Skill	1

This Job Purpose outlines the core activities of the role. As the Department/Faculty and the post holder evolve, the duties and focus of the role may change. The University expects the post holder to adopt a flexible approach to work, including undertaking relevant training when necessary. If significant changes to the Job Purpose are required, the post holder will be consulted, and the changes will be reflected in a revised Job Purpose.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- All staff have a statutory responsibility to take reasonable care of themselves and others and to prevent harm by their acts or omissions. All staff are, therefore, required to adhere to the University's Our Safety Policy Statement and associated Procedures.

Organisational/Departmental Information & Key Relationships

Background Information

The department of Sociology aims to build a global reputation for offering a distinct brand of policy-oriented sociology, criminology, and media and communication, driven by world-leading methodological innovation. Our work will combat inequalities and champion diversity. We provide courses for undergraduate and postgraduate students from diverse backgrounds and in September 2023 we launched our new BSc (Hons) Criminology with Forensic Investigation. The course is steadily growing to a capped capacity of 60 students per year level. Subjects include crime scene investigation, forensic investigation and crime science, within an environment that is strong in both research and professional links.

Relationships

This is not an exhaustive list of every relationship the post holder has but is a brief description of those that play an important part in the post holder successfully carrying out the role.

Internal

Key staff in:

- All staff and students in the school, faculty, and wider University
- Any staff and students from other part of the Faculty who are involved in teaching and learning on Sociology modules (i.e. Chemistry Technicians)
- Health and Safety Department Staff
- Estates & Facilities Staff

External

- Visitors to the University on Open Days / Applicant Experience Days
- Staff and students in local schools and colleges on outreach visits
- Partners including Police Forces (Surrey Police) and Criminal Justice Agencies

Department Structure Chart

