



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Lead Technician in Testing Facilities, Faculty of Engineering and Physical Sciences



Salary: Grade 7 (£33,797 – £40,322 p.a.)

Reference: EPSCV1009

Closing date: 26 January 2020

We will consider flexible working arrangements

Lead Technician in Testing Facilities

School of Civil Engineering

Do you have experience in managing civil engineering testing facilities? Are you looking for a new and exciting challenge as part of one of the leading Schools of Civil Engineering in the country? Do you want to make a difference to world class research activities?

The [School of Civil Engineering](#) is globally renowned for its teaching, research and engagement with industry and government. It is one of the largest and longest established Civil Engineering schools in the UK with just over 650 students from over 70 countries.

In this varied and interesting role, you will strengthen our research and teaching capabilities by providing specialised technical expertise and leading the management and advancement of our testing laboratory facilities. As part of the day to day lab management, you will work with students, researchers and academics to provide advice and support on technical aspects of projects and grant applications.

Holding a degree or HNC in civil or mechanical engineering or an electronic instrumentation discipline, or with equivalent industrial experience, you will combine strong people management skills with practical technical ability related to carrying out general civil engineering laboratory based physical tests.

What does the role entail?

As a Lead Technician your main duties will include:

- Responsibility for day to day management and technical supervision of the testing laboratories, including George Earle structures lab and the new Centre for Infrastructure materials being established at Leeds Engineering Technology Campus (LETeC);
- Provision or delegation of support for the School giving extensive help and advice in the design, construction and operation of experimental equipment/test rigs and projects;
- Provision of technical support, instruction, practical advice and safety guidance to researchers, and advising and assisting academic staff as required on experimental technique and technical issues. This may involve informal one



to one training, demonstrations or provision of advice and can be highly specialised and technical in nature;

- Selection and purchasing of capital equipment ensuring best value for money in support of School activities. Managing budgets for several of the activities;
- Assisting architects and design teams during laboratory refurbishments and development of new testing facilities;
- Assisting academic staff with the development of grant application and liaison with staff regarding the requirements of ongoing and future projects to determine experimental procedures, timescales and costings;
- Liaison with Faculty, Mechanical and Electrical Workshops and other research labs as necessary;
- Liaison with external and University of Leeds agencies, equipment suppliers and repairers;
- Playing a proactive role in the technicians' network, for example to share best practice and service improvement ideas;
- Responsibility for operational safety within the laboratories and for arranging maintenance, repair, and calibration of laboratory equipment, and keeping records of these activities as appropriate;
- Operating in accordance with health and safety procedures, hazard, risk, COSHH assessments and local policies and proceed as defined by the Faculty Health and Safety Manager to ensure correct and safe usage of varied laboratory equipment.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Lead Technician you will have:

- A degree or HNC in civil or mechanical engineering discipline (or equivalent level experience);
- Proven practical technical ability related to planning and managing civil engineering laboratory based physical tests;
- Strong and effective people management skills with significant experience in managing staff and commitment to continually encouraging them to improve,



for example as evidenced by carrying out regular staff appraisals, or reviewing and supporting staff training needs;

- General administrative and budget management skills;
- Developed organisational skills with the proven ability to prioritise work and deliver against demanding deadlines;
- Computer literate, with experience of using software such as Word, Excel, and Outlook;
- A proven ability to lead on a variety of challenges and situations, taking accountability for own actions and consequences;
- Flexible, enthusiastic approach with high level of self-motivation;
- Willingness to undertake further training and staff development as may be appropriate to the post;
- Experience of developing experimental methods, standard operating procedures, risk and COSHH assessments.

You may also have:

- Electronic Instrumentation experience;
- CAD and drawing skills;
- Hydraulics or pneumatics experience;
- Ability to perform manual handling duties safely using agreed procedures;
- A health and safety qualification;

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

Contact information

To explore the post further or for any queries you may have, please contact:

Mr Peter Thompson, Technical Officer

Tel: +44 (0)113 343 2471

Email: p.r.thompson@leeds.ac.uk



Additional information

Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#), and the [School of Civil Engineering](#).

A diverse workforce

The Schools in the Faculty of Engineering & Physical Sciences are proud to have been awarded the Athena SWAN [Bronze or Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

