



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Analytical Technician

Faculty of Engineering and Physical Sciences



Salary: Grade 6 (£30,487 – £36,024 pro rata p.a.)

Reference: EPSPE1105

Location: University of Leeds campus

Closing date: Sunday 12 May 2024

Part-time, 28 hours per week

We are open to discussing flexible working arrangements

Analytical Technician, Technical Support, School of Chemical and Process Engineering.

Do you have proven experience of working in a Chemical Laboratory, using a range of analytical instrumentation? Are you looking for a new and varied challenge as part of one of the leading Engineering Schools in the country? Do you want to have day to day responsibility for busy Materials Characterisation Laboratories?

We are looking for a professional, enthusiastic and motivated individual with ability to work independently and as part of a team of analytical technicians. Communicative, organised, flexible and committed, you will have a can-do attitude in helping both academic and research staff, as well as students in ensuring the smooth running of the laboratory and research activities.

You will work in the Analytical Chemistry laboratories, using Fourier-transform infrared spectroscopy (FTIR), Elemental Analysis, Atomic Absorption Spectrometry, ACP MS and XRD sample preparation, Thermal Analysis, automated and manual wet chemistry techniques.

You will be responsible for the day-to-day organisation of several laboratories, and for liaising with a range of people, including teaching and research staff, students and other technicians.

What does the role entail?

As an Analytical Technician, your duties will include:

- Responsibility for the routine operation of the Analytical Services Research Laboratories, focussing on Materials Characterisation activities, under the direction of the Lead Technician;
- Day to day management of Materials Characterisation labs and responsibility for developing the technical knowledge of the service provided;
- Acting as a point of expertise on testing and experimental techniques, and advising staff, students and visitors on these and use of apparatus. This will include providing inductions and training sessions to all laboratory users and, specialised and technical advice, to students for their projects/theses, provision



of teaching support and technical instruction to undergraduate laboratory classes taught in the laboratories and support to postgraduates on taught courses;

- Ensuring the laboratory is operating in accordance with health and safety procedures, risk and COSHH assessments and local rules and regulations, which includes safety inductions, general laboratory upkeep and hygiene routines and the correct manual handling of lab equipment, bulky samples and gas cylinders;
- Responsibility for preparation of special/dangerous compounds, sample specimens and reagents;
- The operation and maintenance of laboratory equipment, software and other resources in designated areas across the School, plus keeping records of all such activities;
- Sourcing a variety of instrumentation and making recommendations to budget holders, and ensuring adequate laboratory supplies at all times;
- Managing the booking system for the laboratory and instrumentation;
- Proactively approaching academic staff to determine their requirements, adapting service delivery as appropriate;
- Undertaking specialist testing and interpretation of data, providing guidance to academic staff regarding the direction of future research;
- Playing a proactive role in the School of Chemical and Process Engineering technicians' network, for example to share best practice and service improvement ideas.

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 an Analytical Technician, you will have:

- A minimum qualification of chemistry BTEC level 4/HNC or equivalent qualification;
- Extensive laboratory experience gained in either academia or industry, with the ability to take on appropriate responsibilities for managing a lab;
- Experience of developing experimental methods, standard operating procedures, risk and COSHH assessments;



- Experience in FTIR techniques;
- Experience of Elemental Analysis, Atomic Absorption Spectrometry, ICP MS and XRD sample preparation, Thermal Analysis, automated and manual wet chemistry techniques;
- Experience in the use of cryogenic liquids;
- The ability to work proactively and independently, and effectively as part of a wider technical team;
- Developed organisational skills with the proven ability to prioritise work and deliver against demanding deadlines;
- Good IT skills, including MS Office, in particular Excel spreadsheets, and the proven ability to learn new IT systems, software and hardware;
- Excellent interpersonal and communication skills, with the proven ability to liaise effectively with staff and students at all levels;
- The ability to perform manual handling duties, which include moving bulky gas cylinders and liquid nitrogen vessels, on a regular basis;
- Evidence of a proactive approach to career-specific personal development;
- A willingness to learn new techniques and the ability to work in a changing environment.

You may also have:

- A health and safety qualification;
- Experience of portable appliance testing;
- Accreditation as a Registered Scientist, or be willing to work towards becoming accredited.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. 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:

Sarah Myers, Technical Services Manager

Tel: +44 (0) 113 343 8191

Email: S.L.Myers@Leeds.ac.uk

Additional information

Please note: If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Faculty and School Information

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

A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Engineering and Physical Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [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

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Information for disabled candidates

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

