



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Analytical Technician,
Faculty of Engineering and Physical Sciences



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

Reference: EPSCV1140

Closing date: Sunday 07 July 2024

We are open to discussing flexible working arrangements

Analytical Technician, School of Civil Engineering.

Do you want to have day-to-day responsibility for busy Public Health and Environmental Engineering Research Laboratories? Do you have proven experience of working in a Biological or Chemical Laboratory, using a range of analytical instrumentation?

We are looking for a professional, enthusiastic, and motivated individual with the ability to work alone 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.

Your role will support the research and practical teaching activities of the Water, Public Health and Environmental Engineering group covering a wide range of areas of interest and techniques. You will also support the wider School of Civil Engineering technical activities, in line with the current strategic organisation and development of technical services in the School.

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 several of the Analytical Services Research Laboratories, focussing on Environmental Engineering activities, under the direction of the Lead Technician;
- 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 lab users; and specialised and technical advice, including to students for their projects/theses; provision of teaching support and technical instruction to undergraduate laboratory classes taught in the laboratories and support to post graduates 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 lab upkeep and hygiene routines and the correct manual handling of lab equipment, bulky samples and gas cylinders;
- Day-to-day management of the Environmental Engineering labs and responsibility for developing the technical knowledge of the service provided;
- Responsibility for preparation of special/dangerous compounds, sample specimens and reagents;
- Proactively approaching academic staff to determine their requirements, adapting service delivery as appropriate;
- Playing a proactive role in the technician community, for example to share best practice and service improvement ideas;
- Ensuring all equipment is operational and serviced as required, record keeping of these activities and adequate laboratory supplies at all times;
- Undertaking specialist testing and interpretation of data, providing guidance to academic staff regarding the direction of future research;
- Acting as Local Pressure Vessels Coordinator;
- Assisting in other Civil Engineering Analytical Laboratories as directed.

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 or biology-based BTEC level 5 or 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 in Molecular Biological and/or Microbiological techniques;
- Experience of developing experimental methods, standard operating procedures, risk and COSHH assessments;
- 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;
- 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;
- Experience in the use of compressed gases and /or cryogenic liquids;
- Experience of Gas Chromatography, Ion Chromatography, automated and manual wet chemistry techniques.

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:

[Dr David Elliott](#), Lead Technician

Tel: +44 (0)113 3435890

Email: D.J.S.Elliot@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

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

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.

