



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Senior Laboratory Teaching Technician with Lab and Field Expertise in Biology
Faculty of Biological Sciences



Salary: Grade 6

Reference: FBSFO1206

Available on a permanent, full-time basis.

We are open to discussing flexible working arrangements.

Senior Laboratory Teaching Technician with Lab and Field Expertise in Biology

Faculty of Biological Sciences

Are you enthusiastic, well organised and versatile, with a strong student service orientation? Do you want to use your skills and experience to support our busy laboratories and help deliver an excellent learning experience for our students?

We are looking for a professional and proactive Senior Laboratory Teaching Technician to support our busy teaching laboratories in the Faculty of Biological Sciences. You will be responsible for the day-to-day planning, organisation and operation of our laboratories, including preparing materials, maintaining equipment and enhancing the student experience through giving demonstrations, providing specialist support and advice and arranging the development and provision of specific digital learning resources. The Faculty has a suite of nine teaching laboratories covering Biomedical and Sports Sciences, Molecular and Cellular Biology and Biology.

You will have a degree/HNC or equivalent in Biology or a closely related subject, with the ability to demonstrate and teach laboratory techniques to students. You will also have an in depth understanding of biological and chemical hazards, safe handling and disposal, with the ability to work safely and maintain a high standard of hygiene. In addition, you'll also have good organisational and communication skills, and the ability to work on your own initiative and as part of a team. You will also have experience of working on biology field trips. This role will mainly be responsible for the delivery of Biology classes but you may be required to deliver classes across a range of biosciences.

What we offer in return:

- 26 days holiday plus approx.16 Bank Holidays/days that the University is closed by custom (including Christmas) – That's 42 days a year!
- Generous pension scheme plus life assurance– the University contributes 14.5% of salary
- Health and Wellbeing: Discounted staff membership options at The Edge, our state-of-the-art Campus gym, with a pool, sauna, climbing wall, cycle circuit, and sports halls.



- Personal Development: Access to courses run by our Organisational Development & Professional Learning team.
- Access to on-site childcare, shopping discounts and travel schemes are also available.

And much more!

The University of Leeds and the Faculty of Biological Sciences are committed to providing equal opportunities for all and offer a range of family friendly policies. The University is a charter member of Athena SWAN (the national body that promotes gender equality in higher education), and the Faculty of Biological Sciences was awarded a Silver award in 2020. We are proud to be an inclusive Faculty that values all staff, and are happy to consider job share applications and requests for flexible working arrangements from our employees. Our Athena SWAN [webpage](#) provides more information.

What does the role entail?

As a Senior Laboratory Teaching Technician, your main duties will include:

- Liaising with the Director of Student Education in the School of Biology and the Teaching Laboratory Manager to provide advice and guidance on the design, implementation of laboratory practical classes to ensure they remain relevant and up to date with modern practices;
- Responsibility for the preparation and delivery of specific modules and liaising with module leaders, technical staff and support staff to deliver an excellent teaching experience whilst working to tight deadlines;
- Development of new practical classes and specific techniques plus ongoing improvements to existing classes and laboratory processes;
- Acting as a point of expertise on experimental techniques and equipment, and advising staff, students and visitors. This will include providing inductions and training sessions to all lab users;
- Proactively working with the Teaching Laboratories Manager and academic staff in making decisions on purchase of teaching equipment;
- Liaising with laboratory staff and technical management to ensure all practical teaching sessions are fully supported to provide the necessary learning outcomes;



- Planning and assisting with timetabling support for designated undergraduate classes in liaison with the Faculty Teaching Laboratories Manager;
- Supervising the preparation for biology field courses and visits
- Working with Health and Safety and technical staff to develop and approve field work risk assessments.
- Responsibility for managing general maintenance, Portable Appliance Testing, record keeping and security of designated laboratory areas, carrying out minor mechanical repairs, calibrating laboratory equipment and, where necessary, arranging for specialist repairs;
- Leading the laboratory support for specific activities and equipment such as outreach activities, open days and visits, marketing, and liaison with IT/AV support;
- Supervision of technical staff, this will include supporting probation activities and recruitment processes;
- Deputising for the Teaching Laboratory Manager for designated tasks and meetings;
- Arranging for the development and preparation of digital resources, this will also include preparing and uploading class specific items
- Ensuring that Health and Safety records, risk assessments, COSHH assessments and SOPs for new and existing protocols/equipment are in place and ensuring all lab users follow safety protocols;
- Maintaining a safe working environment during designated laboratory sessions;
- Taking over the organisation and ensuring the delivery of practical classes and resolving general problems at short notice as required;
- Ensuring the stocks of laboratory consumables, supplies and laboratory gasses are maintained for the School;
- Participating in student recruitment and outreach activities such as visit days, open days and school activity days;
- Ensuring that the general tidiness, cleanliness and organisation of the laboratory areas is maintained;
- Playing a proactive role in the University's technician network, for example to share best practice and service improvement ideas across all areas.
- Work with the Teaching Laboratory Manager to promote and develop sustainable working practices



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.

The role is for a 35-hour week with flexible hours between 8am and 6pm. Very occasional weekend working is needed.

The role will be mainly based in Biology but may involve activities across all of the FBS teaching programs as you may be required to support with any unplanned absence of other colleagues.

What will you bring to the role?

As a Senior Laboratory Teaching Technician you will have:

- A degree/HNC or an equivalent in biology or closely related subject;
- Significant experience of working in biological teaching labs and preparing practical classes;
- The ability to teach practical techniques and supervise laboratory safety to students at undergraduate and postgraduate level in taught sessions;
- Experience of biological field courses
- Good organisational, administrative and time management skills;
- The ability to work on your own initiative and with flexibility to deliver practical classes to tight deadlines with minimal supervision;
- The ability to supervise and develop other members of the technical team;
- Willingness to learn techniques and classes outside of initial area of experience;
- Demonstrable experience of working within an effective team;
- The ability to communicate clearly with a wide range of staff and students;
- Good IT skills, including a working knowledge of Microsoft Office and some experience of digital editing;
- An understanding of the hazards associated with a wide range of chemicals and biological materials, their safe handling and disposal; and the ability to maintain a high standard of cleanliness and hygiene;
- Experience of developing experimental methods, Standard Operating Procedures and Risk Assessments;
- Capacity to work across the entire suite of Teaching Laboratories.



- The ability to perform physically demanding tasks, e.g. transport laboratory supplies, class material, laboratory equipment, gas cylinders and scientific waste between buildings;
- Knowledge and experience of safe manual handling 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:

[Chris Jones](#), Teaching Laboratories Manager

Tel: +44 (0)113 343 5631

Email: c.e.jones@leeds.ac.uk

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, this may be your status under the EU Settlement Scheme.

Additional information

Find out more about the [Faculty of Biological Sciences](#)

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.

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.

Visa Information

Please note that due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions. For more information please visit: www.gov.uk/skilled-worker-visa
For research and academic posts, we will consider eligibility under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>

