



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Laboratory Technician,
Faculty of Engineering and Physical Sciences



Salary: Grade 4 (£24,248 – £25,742 p.a.)

Reference: EPSCH1108

Location: Leeds campus

Closing date: Sunday 18 August 2024

Fixed term for 10 months

We are open to discussing flexible working arrangements

Teaching Laboratory Technician, School of Chemistry.

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

We are looking for a professional and proactive individual to provide support for our busy teaching Laboratory in the School of Chemistry. You will help look after the day to day planning, organisation and operation of our laboratory, including preparation of materials, maintaining equipment and enhancing the student experience through demonstrations and providing general support and advice.

You will have an A-Level in Chemistry (or equivalent qualifications/experience), a proven track record of working in a laboratory environment and excellent manual dexterity and problem solving skills. You will also possess the ability to communicate effectively with all categories of staff and students across the School of Chemistry.

This position will be subject to a two-stage selection process, involving an online interview and some in person practical activities to test the shortlisted candidates' skills and experience against the person specification.

What does the role entail?

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

- Assisting with the day-to-day planning, organisation, and running of the Chemistry Teaching Laboratory;
- Promoting safety in the laboratories (waste & spill management, risk assessments, COSHH, chemical safety, gas safety, etc.);
- Preparing materials for laboratory classes in the teaching laboratories; including setting up equipment, preparing teaching materials and the provision of chemicals/apparatus and other consumables;
- Maintaining housekeeping and cleanliness standards in the Teaching Laboratory according to the documented housekeeping regime;
- Supporting senior technical staff in managing stock levels, including sourcing and ordering of consumables and minor laboratory equipment;



- Testing, maintenance and troubleshooting/repairing of equipment within the Chemistry Teaching Laboratory according to the documented maintenance programme, and following appropriate training;
- Assisting Undergraduate and Postgraduate students in the use of equipment and apparatus, demonstrating basic techniques and computer programs, providing advice and answering queries relating to experiments or equipment;
- Providing basic help and advice with laboratory techniques and equipment, under supervision;
- Providing support to the delivery of experiments undertaken in the laboratory involving a range of sophisticated analytical instruments;
- Providing general student support during busy laboratory classes;
- Contributing to improving the service provided to students and staff by participation in regular meetings/forums into new experiments, student handbooks and laboratory systems;
- Participating in School Open Days, University Open Days, Summer Schools and Induction Week as member of the laboratory organisation and presentation team.

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 Teaching Laboratory Technician, you will have:

- GCSE in English and Maths and, A level in Chemistry (or equivalent qualifications or experience);
- Experience of working in a busy and fast-paced environment and in a research/teaching laboratory environment;
- A proven track record of excellent manual dexterity and problem solving skills;
- The ability to work with the high degree of precision and accuracy required for analytical techniques;
- An understanding of hazards associated with a wide range of chemicals, their safe handling and disposal; ability to maintain a high standard of cleanliness and housekeeping;
- Excellent organisational skills, with the ability to work safely under pressure to meet deadlines;



- Excellent oral and written communication skills with the ability to communicate clearly with all categories of staff and students;
- A high degree of self-motivation and the ability to use initiative and flexibility to meet tight deadlines;
- Good interpersonal skills and a positive attitude to work as a productive member in a team, but with the ability to work independently when required;
- Good IT skills with a sound working knowledge of the common Microsoft applications;
- Experience of interacting with and providing advice/support to a diverse range of people.

You may also have:

- Experience of working in a Higher Education environment;
- Experience in a chemistry laboratory or an equivalent environment.

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:

Sarah Myers, Technical Services Manager

Tel: +44 (0) 113 343 8191

Email: S.L.Myers@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 Chemistry](#).



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.



Salary Requirements of the Skilled Worker Visa Route

Please note this role is not eligible for Skilled Worker visa sponsorship. Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>.

