



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Apprentice Laboratory Technician (3 posts)

Faculty of Biological Sciences & Faculty of Medicine & Health



Salary: Grade 3 (£22,681 - £23,700 p.a)

Reference: FBSFO1208

Fixed term for 2 years (The post is a training/discrete placement)

Location: University of Leeds

We are open to discussing flexible working arrangements.

Apprentice Laboratory Technician

Faculty of Biological Sciences (2 posts)

Faculty of Medicine & Health (1 post)

Do you have an aptitude for science and in particular working in a laboratory environment? Do you want to begin your career as a technician in one of the top Universities in the country?

We are looking to appoint three apprentices, eager to start their career as a Laboratory Technician. Each apprentice will provide support to several areas within the Faculties of Biological Sciences and Medicine & Health, spending time in research, teaching and facilities laboratories.

As part of our apprenticeship technical training scheme you will receive hands on training within our laboratories, and be placed on a Laboratory Technician Apprenticeship course at level 3 offered over two years by University Centre Leeds. You will be mentored by one of our senior technicians and on completion of your training you will have an ideal skill set to go on to a successful career as a technician.

After 2 years of training, you will achieve a Level 3 Laboratory Technician Apprenticeship plus:

- CertHE qualification - for those apprentices who already had level 3 qualifications in Science such as A Level or Level 3 BTEC when starting this apprenticeship, or;
- Foundation Year Certificate – for those starting this apprenticeship without a level 3 qualification

What we offer in return

- 26 days holiday plus approx.16 Bank Holidays/days that the University is closed by custom (including Christmas)
- Generous pension scheme options plus life assurance
- 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.

Main duties and responsibilities

- Providing technical support in research and teaching laboratories;
- Assisting in the day-to-day running of laboratories and associated facilities, including the care and daily routine maintenance of equipment, the safety and security of resources, and ensuring that laboratories are in a clean, tidy and serviceable order;
- Taking personal responsibility for the preparation of materials, specimens and reagents;
- Undertaking experimental procedures and techniques under the guidance of a Senior Technician;
- Maintaining records of consumable levels and equipment, and requisition stock to maintain an acceptable level within your area of work;
- Be responsible for the safe disposal of hazardous waste within specified guidelines;
- Taking part in regular team meetings with technicians;
- Working in accordance with health and safety procedures, COSHH risk assessments and local policies and procedures;
- Undertaking manual handling of laboratory equipment and movement of gas cylinders, using correct manual handling processes (on-site training will be provided);
- Portable Appliance Testing of equipment and keeping appropriate records;
- Engaging fully with the relevant training courses for the apprenticeship and actively engaging in learning during the course of your day-to-day role;

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.



Qualifications and skills

Essential

- A minimum of Grade 4 (A*-C) at GCSE or equivalent in English, Mathematics and a Science subject (gained by the time of taking up the role);
- You should have either Level 3 qualifications in science (A-Level or Level 3 Btec) or 2 years relevant work experience;
- Evidence of an aptitude for laboratory work, with an interest in biological and/or chemical subjects and a willingness to learn new skills in this area;
- Good interpersonal and verbal and written communication skills;
- Developed organisational skills with the ability to complete tasks within set time frames;
- The ability to work proactively and independently, and also as part of a wider support team;
- Excellent IT skills (particularly Microsoft packages);
- The ability to perform manual handling duties, for example, as required, to move laboratory equipment.

Acceptance to this position is subject to both a training provider and University assessment process.

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 Slobodan Babic, Faculty Technical Manager, Faculty of Biological Sciences

Tel: +44 (0) 113 343 5610

Email: S.Babic@Leeds.ac.uk

Additional information



Course attendance

This apprenticeship will involve attendance on courses relevant to the role. Apprenticeship training time at college will be on a day release basis over 2 years. Course work and any additional study required will be undertaken in your own time.

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.

Our University

As an international research-intensive university, we welcome students and staff from all walks of life. 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 Biological 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, those who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

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.



Salary Requirements of the Skilled Worker Visa Route

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>

