



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Analytical Technician, School of Chemical and Process Engineering,  
Faculty of Engineering and Physical Sciences



**Salary: Grade 5 (£26,444 – £30,487 pro rata p.a.)**

**Reference: EPSPE1114**

**Location: Leeds campus**

**Closing date: Sunday 06 October 2023**

**Part time, 28 hours per week**

**We are open to discussing flexible working arrangements**

## Overview of the role

**Do you want to work in a range of analytical laboratory areas? Do you have proven experience of working in a chemical laboratory, using a range of analytical characterisation techniques? Are you looking for a new and varied challenge as part of one of the leading Engineering Schools in the country?**

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 staff and students and in ensuring the smooth running of the laboratory.

Your role will support the School of Chemical and Process Engineering the current strategic organisation and development of technical services in the School. You will be responsible for the day-to-day operation and co-ordination of the laboratory, and for liaising with a range of people, including teaching staff, research students and other technicians.

## Main duties and responsibilities

- Assisting staff, students and other persons in the use and operation of materials, apparatus, equipment, software and other resources in the support of academic programmes, research, consultancy and external commercial activities;
- The operation and maintenance of Chemical laboratory equipment, software, and other resources in designated areas across the school, plus keeping records of all such activities;
- Ensuring the laboratory is operating in accordance with health and safety procedures, risk and COSHH assessments, local rules and regulations, and Good Laboratory Practice - which includes management of general lab upkeep and hygiene routines and correct manual handling of laboratory equipment and gas cylinders;
- Sourcing a variety of instrumentation and making recommendations to budget holders, and ensuring adequate laboratory supplies at all times;
- Undertaking the analysis and simple interpretation of data from chemical and lab instrumentation;



- Playing a proactive role in the Chemical and Process Engineering technician's 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.

## Qualifications and skills

### Essential

- A chemistry-based BTEC/HNC or equivalent qualification;
- Proven practical laboratory experience in a chemical laboratory;
- A diverse range of chemical instrumentation knowledge;
- A willingness to learn new techniques and the ability to work in a changing environment;
- 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 and software, especially related to chemical instrumentation;
- Excellent interpersonal and communication skills, with the proven ability to liaise effectively with staff and students at all levels.

### Desirable

- Experience of managing Gas Chromatographs and FTIR instrumentation;
- Experience of thermal analysis and associated techniques;
- Experience of Atomic absorption techniques;
- Portable appliance testing skills;
- CIEH Level 2 Health and Safety certificate or equivalent.



## 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:

**Peter Dawson, Lead Technician**

Email: [Mtlpgd@leeds.ac.uk](mailto:Mtlpgd@leeds.ac.uk)

## Additional information

### Salary Requirements of the Skilled Worker Visa Route

Please note that due to Home Office visa requirements, this role is **not** suitable for first-time Skilled Worker visa applicants. Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>.

### 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 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](mailto: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.

