



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Senior Laboratory Teaching Technician with Expertise in Microbiology
and Immunology
Faculty of Biological Sciences**



Salary: Grade 6 (£31,396 - £37,099)

Reference: FBSFO1209

We are open to discussing flexible working arrangements.

Senior Laboratory Teaching Technician with Expertise in Microbiology and Immunology

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 Molecular and Cellular Biology, Biomedical and Sports Sciences, and Biology.

You will have a degree/HNC or equivalent in Microbiology 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.

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 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.

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.

Main duties and responsibilities

- Liaising with the Director of Student Education in the School of Molecular and Cellular 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;
- Responsible 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 (including preparation and upload of digital resources) to provide the necessary learning outcomes;
- Planning and assisting with timetabling support for designated undergraduate classes in liaison with the Faculty Teaching Laboratories Manager;
- 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;



- 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;
- Ensuring the stocks of laboratory consumables, supplies and laboratory gasses are maintained;
- Participating in student recruitment and outreach activities such as visit days, open days and school activity days;
- 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 to improve laboratory sustainability and 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 work week with flexible hours between 8am and 6pm. Very occasional weekend working is needed.

The role will be mainly based in Molecular and Cellular Biology but may involve activities across all of the FBS teaching programs.

Qualifications and skills

Essential

- A degree/HNC or equivalent in microbiology or closely related subject;
- Significant experience of working in microbiology and molecular biology teaching labs and preparing large scale practical classes, with the ability to teach practical techniques and supervise laboratory safety to students at undergraduate and postgraduate level in taught sessions;
- Ability to work safely and competently with bacterial, fungal and virus cultures, including human viruses classed as ACDP level two pathogens;
- Experience of fundamental techniques in laboratory virology (for example viral culture, enumeration, genome extraction and purification) using viruses of animal or human origin;
- Experience of using flow cytometry, preferably with an immunology-focussed application (for example immunophenotyping).



- The ability to work on your own initiative and with flexibility to deliver practical classes to tight deadlines with minimal supervision;
- Previous experience of working within an effective team, with experience of supervision and the development of team members;
- Good interpersonal and communication skills, both written and verbal, and the ability to communicate effectively with a wide range of stakeholders;
- 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; with the ability to perform physically demanding tasks, e.g. transport laboratory supplies, class material, laboratory equipment, gas cylinders and scientific waste between buildings;
- Experience of developing experimental methods, Standard Operating Procedures and Risk Assessments;

Desirable

- Laboratory Health and Safety qualification – NEBOSH 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:

[Chris Jones](#), Teaching Laboratories Manager

Tel: +44 (0)113 343 5631

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

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.

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. »

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).

Salary Requirements of the Skilled Worker Visa Route

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.

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 [the Government's Skilled Worker visa page](#).

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.

