



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Hub Team Leader,
Faculty of Engineering and Physical Sciences



Salary: Grade 5 (£27,344 – £31,387 p.a. depending on experience)

Reporting to: Dr Sarah Myers

Reference: EPSCH1118

Location: Leeds Main Campus

Closing date: Wednesday 05 March 2025

We are open to discussing flexible working arrangements

Overview of the role

Are you an efficient and effective manager who can combine operational efficiency with the ability to think strategically? Do you have experience of working in a complex and busy stores and laboratory environment? Are you motivated to support technical and academic excellence in a busy and successful Faculty, in a highly rated Russell Group university?

We are looking for a professional and proactive individual with a good team working ethos to join our technical team in the School of Chemistry to act as first point of contact in the Hub to ensure a professional technical service is provided. You will also join the building management team helping to ensure that the building operates smoothly, and the faults and incidents are dealt with efficiently.

As Hub Team Leader, you will work closely with the Deputy Head of School and other senior role holders, managing the School's Chemistry Hub and taking day-to-day responsibility for the smooth running of all administrative matters. The Chemistry Hub acts as a key operational component of the School, acting as the primary point for goods inwards as well as maintaining a store of commonly used materials. In addition, Hub staff support other key school activities including the removal of waste from laboratories, the delivery of cylinders around the building, the dispensing of cryogenes and the dispatch of goods via courier. You will also assist the building manager with the smooth running of the School, acting as a second point of contact for engineers and contractors working within the school.

As Hub Team Leader you will have strong reasoning and practical skills, demonstrated either through education or through equivalent professional and/or managerial experience along with leadership skills and the ability to effect and manage change are essential. You will also possess excellent communication and interpersonal skills, with the ability to deal diplomatically and effectively with a range of staff.



Main duties and responsibilities

- Providing high level support to the School of Chemistry research and teaching laboratories Building Manager and Deputy Head of School (DHoS) in the overall management of the Chemistry Hub and School operations;
- Management of stock and resources, including core consumables, compressed gases and cryogenics;
- Using the SAP system to plan stock requirements and working with purchasing teams and stakeholders, delivering best value for end users;
- Assisting with routine Hub tasks such as goods inwards, goods issue, cryogen dispensing and waste disposal;
- Maintaining the Dry solvent systems within the School;
- Ensuring that goods inwards processes and handling meet the requirements of purchasing and statutory licenses that are in place for the handling of specific goods;
- Daily supervision of the Hub team, managing training, scheduling and documentation to ensure compliance with policies and procedures;
- Overseeing the dispatch of goods to partner institutions to enable collaborative research and related activities;
- Assisting the Building Manager in providing a second point of contact for contractors and service engineers working within the School;
- Assisting the Building manager in responding to faults within the School to enable maximum operational time across the estate;
- Assisting with the management of incidents and supporting the critical incident and business continuity management response teams;
- Working closely with the Building Manager and School Management to develop continuous improvement within the Hub technical team ensuring School processes are up to date and available in the School SharePoint site.

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

- An A-Level in Chemistry (or equivalent qualifications/experience);
- Proven numeracy, written and oral communication skills as evidenced by GCSE (9-4 or A*-C) or equivalent in Maths and English;
- Excellent people management skills, demonstrated by professional and managerial experience in a similar setting such as warehousing or retail with the ability to vary leadership style, to effectively supervise staff;
- Excellent interpersonal skills, with the ability to build positive working relationships with a wide range of people;
- Excellent organisation and prioritisation skills, with the ability to work flexibly to competing deadlines;
- Experience of creative problem solving and a proven ability to take a proactive approach to identifying problems and implementing innovative, operationally sound solutions;
- Ability to perform manual handling tasks with suitable training and mechanical aids;
- Competent in the use of Microsoft Office and the additional functionalities of Office 365;
- Demonstrable commitment to own professional and personal development.

Desirable

- Understanding of hazards associated with commonly used chemicals;
- Experience of using SAP and stock control;
- Experience of shipping goods via DHL/similar carrier;
- Understanding of Health and Safety regulations and requirements.

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 Sarah Myers, Technical Services Manager

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](#).

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.

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.



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.

Security checks

Appointment to this post may be subject to appropriate security checks being carried out with your permission by a third-party company.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

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 via [the Government's Work in the UK page](#).

