



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Laboratory Assistant, Faculty of Biological Sciences



Salary: Grade 3 (£23,581 - £24,600 p.a.)

Reference: FBSBY1208

Available on a full-time, ongoing basis.

We are open to discussing flexible working arrangements.

Laboratory Assistant, Faculty of Biological Sciences

Are you enthusiastic, well-organised, and helpful? Do you enjoy active work filled with hands-on practical tasks and being part of a friendly, dedicated team? Are you passionate about providing excellent technical support to the Faculty, facilities, and laboratories?

Working as part of a flexible team you will be expected to carry out tasks associated with all the support functions provided to our research laboratories. These tasks will include independently undertaking day-to-day laboratory housekeeping: regular collection and safe disposal of the laboratory waste, washing up the glass and plastic ware, cleaning the laboratory benches and shelves. Sterilising and dispensing solutions, using autoclaves, setting out and clearing equipment, washing benches, and keeping the laboratories tidy will also be a priority.

You will assist with the relocation of equipment and the transport of gas cylinders. You will also support senior staff with room/laboratory relocations, packing dirty lab coats for laundry collection, and checking and sorting clean laundry, stock taking and ordering consumables. You will work flexibly and move to various area to cover for absent colleagues and support technical short-term projects across the faculty. After a period of training, you will be required to fulfil a range of these duties independently as and when necessary to meet the needs of the facilities and laboratories.

For this role, you should have good literacy and communication skills. While no prior experience of working in a laboratory environment is required, a willingness to learn and be trained on the job is crucial. You need to be enthusiastic about the role and have a can-do attitude.

As you will have daily contact with academic staff, support staff, researchers and students you should have an approachable and professional manner, along with strong teamworking skills. Basic computer literacy and knowledge of safe manual handling techniques are also necessary. The role will involve some moderately heavy work including the transport of equipment, waste and gas cylinders between buildings, but we will provide full training.



Please note: 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.

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>.

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!

Main duties and responsibilities

- Collection and effective disposal of various types of laboratory waste including packaging & recycling as appropriate;
- Collection and return of laboratory glass/plastic ware after washing by hand or dishwasher;
- Operating machinery and equipment, including carrying out regular basic maintenance and cleaning; This will include operating large capacity autoclaves for media sterilisation and waste disposal;
- Cleaning and decontamination of bench surfaces etc., and maintaining general tidiness within communal areas;
- Cleaning and decontamination of research equipment such as incubators and centrifuges;
- Preparation of laboratory solutions, plates and media for microbiology and tissue culture;



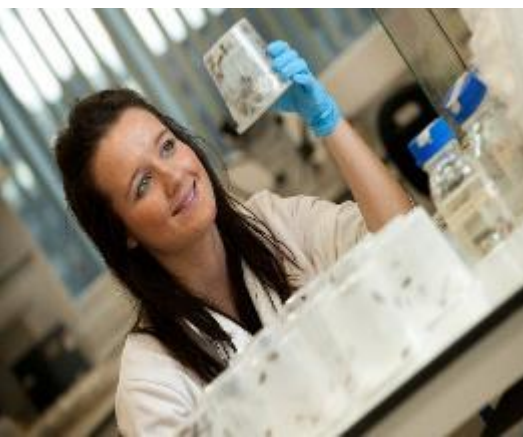
- Decontamination and safe disposal of broken/redundant equipment;
- Collection and distribution of dirty/clean laundry;
- Transporting gas cylinders and replacing the gas cylinders regulators;
- Carrying out routine record keeping, data inputting, cataloguing, logging and maintenance of simple databases, ensuring accurate records are maintained;
- Replenishing stocks of consumables and stores of basic equipment, goods receipting and following set stock control procedures;
- Operating in accordance with local policies, Health and Safety procedures, hazard, risk, Control of Substances Hazardous to Health (COSHH) assessments;
- Identifying problems or difficulties and communicating these to a supervisor/manager.

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 including some manual handling.

Qualifications and skills

Essential

- Good literacy and basic numeracy skills;
- Experience of working in a physical environment or in public-facing roles;
- Effective communication skills with a wide range of people, such as staff, students and members of the public;
- Demonstrable strong teamwork skills;
- Experience of providing a routine service working accurately and flexibly to ensure all deadlines are met within a required timeframe;
- The ability to follow clear instructions with good attention to detail;
- Basic IT skills with a sound working knowledge of the common Microsoft applications;
- The ability to perform physically demanding tasks, including the setting out and clearing of equipment, waste disposal, room/laboratory relocations, etc;
- Knowledge of safe manual handling techniques.



Desirable

- Experience of handling gas cylinders;
- Experience of working under aseptic conditions;
- Experience in stock taking and ordering.

Contact information

To explore the post further or for any queries you may have, please contact:

[Jennie Hibbard](#), Lead Technician

Email: J.K.Hibbard@leeds.ac.uk

Additional information

Find out more about the [Faculty of Biological Sciences](#)

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people 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.

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 under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by emailing HR via 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.

