



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Technician, School of Geography, Faculty of Environment



Salary: Grade 4 (£25,148 - £26,642 p.a. depending on experience)

Reporting to: Rachel Gasior, Laboratory Manager

Reference: ENVGE1264

Fixed term - 12 months to complete specific time limited work

Location: On Campus

We will consider job share / flexible working arrangements

Technician, Faculty of Environment, School of Geography

Overview of the Role

Are you enthusiastic, well organized, versatile, with a passion for science and the outdoors? Are you practical, flexible, willing to learn, and able to work both alone and as part of a team to support our field equipment stores and facilities services? Do you enjoy fieldwork and want to use your technical and practical skills to support our research and teaching? Do you want a technical career at one of the top Universities in the country?

The School of Geography is looking for a self-motivated professional and proactive Technician, based on campus 5 days per week, to join our technical team offering research and field logistics support within our geography laboratories.

Based in the Geography Field Store and laboratories, you will provide practical technical support to a range of functions including operational management of field equipment. There will also be opportunities for field work, supporting field classes and collection and analysis of environmental samples. You will undertake routine maintenance of field and lab equipment relevant to the research, service the provision of School fieldwork vehicles and you will also have good organisational and communication skills, and the ability to work on your own initiative and as part of a team. You will have a BTEC Higher or equivalent in Geography, Chemistry, Physics, Engineering, or equivalent experience working in a field research, laboratory, workshop engineering environment or aligned technical role.

Main duties and responsibilities

As a technician, your main duties will include:

- Provide a complete fieldwork equipment support service to the School: issue and receipt of equipment, maintaining accurate database records, purchase, maintenance, troubleshooting faults and making minor repairs, training staff and students;



- Providing field support for colleagues: driving to sites, collecting samples, equipment installation, and attendance at taught field classes, field work may require you to adjust your normal work pattern.
- Performing laboratory preparation and analyses on samples collected in the field;
- Administration of School vehicles, including weekly checks, Risk Assessments, annual MOT, servicing and maintenance, and associated contracts
- Acting as the School point of contact for goods inwards, arranging regular collections;
- The ability to perform manual handling duties as required, for example moving, field kit, laboratory equipment and gas cylinders, regular heavy lifting is involved;
- Manage the School Small Workshop facility located within the Field Store;
- Work with the School Portable Appliance Test (PAT) lead to provide a supportive PA testing service to equipment located in the field store area, and ensure all equipment sent to the field is tested prior to deployment;
- Collection of goods from delivery points.
- Maintain general tidiness throughout work areas.
- Ensure compliance with Health and Safety procedures, including completing COSHH and risk assessments, and be proactive in ensuring a safe working environment, disseminating information as appropriate.

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

As a Technician, you will have:

- A BTEC Higher or equivalent in Geography, Chemistry, Physics, Engineering, or equivalent experience working in a field research, laboratory, workshop engineering environment or aligned technical role;



- A demonstrable technical competence with experience in equipment use, troubleshooting and maintenance including practical experience using both hand and power tools in the small workshop environment;
- A full valid current UK driving license;
- Good IT skills including database management and a working knowledge of Microsoft Office;
- A proven ability and willingness to work flexibly;
- A Dependable, reliable and self-motivated nature;
- A Demonstrable ability to work both independently and in a team;
- Knowledge of relevant safety regulations & procedures, for example COSHH and risk assessment;
- Experience, skill, and capability in dealing with manual handling activities;
- Good interpersonal skills and the ability to communicate effectively with staff & students;
- A willingness to learn new skills, update training as required for new equipment and show commitment to professional development.

Desirable

You may also have:

- A Degree in a relevant scientific or engineering discipline;
- Electronics expertise;
- Experience or understanding of providing PA testing support.

Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 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 and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Grade 4 - 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>



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

Find out more about the [School of Geography](#)

Find out more about our [Research and associated facilities](#)

Find out more about [equality](#) in the Faculty.

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

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, 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.

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

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

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.

