



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Laboratory Teaching Technician in Biological Sciences**

**Faculty of Biological Sciences**



**Salary: Grade 5 (£27,644 - £31,637 p.a.)**

**Reference: FBSFO1216**

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



# Laboratory Teaching Technician in Biological Sciences

## 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 Laboratory Teaching Technician to support our busy teaching laboratories in the Faculty of Biological Sciences. You will assist with the day-to-day planning, organisation and operation of our laboratories, including preparing materials for practical laboratory classes, maintaining equipment and enhancing the student experience through giving demonstrations, providing general support and advice and helping with digital learning. The Faculty has a suite of nine teaching laboratories covering Biology, Molecular and Cellular Biology, Microbiology, Biomedical and Sports Sciences.

You will have a BTEC higher qualification, Degree or equivalent in a Biological subject or a related area, or equivalent experience working in a scientific research or teaching environment, as well as the ability to demonstrate and teach laboratory techniques to students. You will also have a good understanding of biological and chemical hazards, safe handling and disposal, with the ability to work safely and maintain a high standard of hygiene. In addition, you will have good organisational and communication skills, and the ability to work on your own initiative and as part of a team.

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 currently holds a Silver award. 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

- Assisting with the day-to-day planning, organisation and running of the Faculty of Biological Sciences (FBS) Teaching Laboratories and helping across all FBS teaching programmes as needed;
- Managing and prioritising own day-to-day duties whilst working to tight deadlines;
- Responsibility for the preparation and delivery of practical laboratory classes and liaising with module leaders, senior technical staff and support staff to deliver an excellent teaching experience;
- Development of new practical classes and specific techniques plus ongoing improvements to existing classes;
- Preparing and editing digital learning materials and uploading information onto digital learning software as needed, including the preparation of reference results and class specific data;
- Supervising laboratory classes and teaching laboratory techniques and use of equipment as needed;
- Maintaining class preparation notes, Health and Safety records and developing risk assessments, COSHH assessments and SOPs for new and existing protocols/equipment and ensuring lab users follow safety protocols;
- Maintenance of general laboratory equipment and electrical testing of laboratory equipment and maintaining laboratory equipment inventories;
- Participating in School post-applicant open days, University open days, summer schools, STEM activities and induction week;
- Moving of laboratory equipment including gas cylinders and trolleys across the entire suite of teaching laboratories;
- Ensuring that the general tidiness, cleanliness and organisation of the laboratory areas is maintained;
- Playing a proactive role in the University's technician network, for example to share best practice and service improvement ideas across all areas.

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 based on a 35-hour working week with flexible hours between 8am and 6pm with occasional weekend working as required.



As part of the teaching team, you may be involved in activities across all FBS teaching programs and help the teaching technical team in dealing with large learning & teaching events such as open days, any unplanned absence, or other unforeseen events.

## Contact information

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

**Chris Jones**, Teaching Laboratory Manager

Email: [C.E.Jones@leeds.ac.uk](mailto:C.E.Jones@leeds.ac.uk)

## Qualifications and skills

### Essential

- A degree in Biology, Microbiology, biomedical Sciences or a related area, or equivalent experience;
- The ability to teach practical techniques and supervise laboratory safety to students at undergraduate and postgraduate level in taught sessions;
- Good organisational and time management skills;
- The ability to work on your own initiative and with flexibility to deliver practical classes to tight deadlines;
- Willingness to learn new techniques and classes;
- Demonstrable experience of working within an effective team to cope with busy schedules, changing practical class requirements, unplanned absences;
- The ability to communicate clearly with a wide range of staff and students;
- Good IT skills, including a working knowledge of Microsoft Office;
- The ability to work safely under pressure and to deadlines;
- An understanding of hazards associated with a wide range of chemicals and biological materials, their safe handling and disposal; and the ability to maintain a high standard of cleanliness and hygiene;
- The ability to perform physically demanding tasks, e.g. transport laboratory supplies, class material, laboratory equipment, gas cylinders and scientific waste between buildings;
- Knowledge and experience of safe manual handling techniques.





## Desirable

- Experience of working in a scientific, research or teaching environment;

## Additional 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.

### Our University

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 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).

### 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.

### **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](#).

