



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Laboratory Teaching Technician, School of Food Science and Nutrition**



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

**Available from 1<sup>st</sup> August 2025**

**Reference: ENVFS1142**

**This role will be based on campus 5 days per week.**

**We will consider job share/flexible working arrangements**

# Laboratory Teaching Technician

## School of Food Science and Nutrition, Faculty of Environment

### Overview of the Role

**Are you enthusiastic, well organised and versatile, with a strong student service orientation? Do you have experience in working in a laboratory environment and want to use your skills and experience to support our busy teaching laboratories and help support our academic staff to 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 School of Food Science and Nutrition. You will assist with the day-to-day planning, organisation and operation of our teaching laboratories, assisting with timetabling, preparation of materials, maintaining equipment, training demonstrators and staff on laboratory techniques, assisting with the development of new experimental procedures, revising student handbooks and laboratory systems, assisting with the assessment of laboratory-based student work, supervising students and postgraduate researchers in the teaching laboratories, and enhancing the student experience through provision of support and advice.

You will have a degree in Food Science and/or Nutrition or a closely related subject; and/or relevant working experience in a scientific research or teaching environment. You will have a good understanding of chemical hazards, safe handling and disposal, with the ability to work safely maintaining a high standard of hygiene. In addition, you will also have excellent organisational, communication and IT skills, with the ability to work on your own initiative and as part of a team.

This role will be based on campus 5 days per week.

### Main Duties and Responsibilities

- Assisting with the day-to-day planning, organisation and running of the teaching laboratories;



- Assisting with timetabling, student group organisation, setting up classes and demonstrator training;
- Preparing materials and collating laboratory manuals and handbooks; uploading information onto online teaching spaces (Minerva);
- Supervising and teaching laboratory techniques and experiments to undergraduate and postgraduate students, postgraduate researchers and staff.
- Providing technical support to undergraduate and postgraduate students during their research projects, including Health and Safety inductions and laboratory procedures in the teaching laboratories, and research laboratories (where required);
- Assisting with the development of, and providing regular feedback on, new experimental procedures, student handbooks and laboratory systems; providing maintenance of up-to-date information;
- Assisting with the assessment of laboratory-based student work, providing feedback in a timely manner;
- Maintaining laboratory inventories and managing stock level; sourcing and ordering consumables, chemicals and laboratory equipment;
- Ensuring general upkeep and maintenance of laboratory equipment, reporting faults in a timely manner;
- Maintaining Health and Safety records and contributing to the development of risk assessments, COSHH and SOPs for new and existing protocols/equipment;
- Contributing to and promoting the School's LEAF and Blueprint Sustainability schemes.
- Participating in School post-applicant open days, University open days, summer schools, STEM activities and induction week, as a member of the laboratory organisation and presentation team;

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.

**This post will be campus based 5 days per week**



# Qualifications and Skills

## Essential

- A BSc in Food Science and/or Nutrition, or a closely related subject and/or relevant working experience within a scientific research or teaching laboratory environment;
- The ability to teach students at undergraduate and postgraduate level in a laboratory environment;
- The ability to train and supervise post-graduate researchers and staff on equipment use and laboratory techniques;
- The ability to work accurately and carefully;
- Excellent organisational skills, with a proven ability to prioritise and plan your work independently, with initiative and flexibility;
- The ability to manage your own day-to-day work to ensure tasks are completed in a timely manner with conflicting and tight deadlines;
- Excellent interpersonal skills, including the ability to maintain strong working relationships with a wide range of students, staff, and members of the public;
- Experience of working proactively and effectively, both independently and as part of a team;
- Excellent IT skills, including a working knowledge of Microsoft Office;
- The ability to work safely and accurately under pressure, including an understanding of hazards associated with a wide range of chemicals, safe handling and disposal; and a proven ability to maintain a high standard of hygiene and cleanliness in laboratory and food preparation environments;
- An interest in, and an ability to, learn and adapt to new technical situations.

## Desirable

- A Food Hygiene qualification;
- Experience in using food processing equipment (e.g. spray driers, freeze driers, evaporation equipment, pressure retorts);
- Accreditation with a professional body (such as RSciTech, AFHEA).



## 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:

**Amie Lister, Teaching Laboratories Manager**

Email: [a.k.lister@leeds.ac.uk](mailto:a.k.lister@leeds.ac.uk)

## 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.

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 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 Food Science and Nutrition](#)

## 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.

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](mailto:hr@leeds.ac.uk)

## **Criminal Record Information**

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.

