



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Geosciences Technician, School of Earth and Environment



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

Reporting to: Dr Samuel Allshorn, Technical Specialist

Reference: ENVEE1815

Location: University of Leeds

We are open to discussing flexible working arrangements.

Geosciences Technician, School of Earth and Environment

Overview of the Role

Are you enthusiastic, well organised and versatile, with a strong work ethic? Do you have experience in working in a laboratory or engineering environment? Would you like to use your skills and experience to support our academic staff deliver an excellent learning experience for our students?

We are looking for an enthusiastic Geosciences Technician to support our teaching and research laboratories within the School of Earth and Environment. You will provide technical support for research and student education activities in a range of settings including our Engineering Geology and Earth Visualisation Laboratories supporting undergraduate and postgraduate programmes. The work is varied, covering demonstrating the use of engineering geology equipment during laboratory practical's, sample preparation and the in-house calibration, repair, storage and upkeep of laboratory equipment and microscopes.

With previous laboratory or engineering workshop experience, you will have effective organisational skills with an ability to manage your own workload to meet set deadlines. You will provide technical support for research, field work, and student education activities in Engineering Geology, and this may extend to assisting in off-site fieldwork necessitating short periods of time working away from home. You will also have responsibility for the day-to-day operation of the Engineering Geology and Earth Visualization laboratories ensuring they remain safe, operational and well stocked, to meet the needs of the academic users. You will produce standard operating procedures (SOPs), risk assessments, COSHH forms and other documentation as required. The successful candidate will receive training in all equipment, processes and methodologies used.



Main duties and responsibilities

- Geotechnical testing and sample preparation, this includes setting up and demonstrating for practical classes in the teaching and research laboratories;
- Assisting field-based research and responsibility for cataloguing and mobilisation of field equipment and supplies for use in national and international field classes for both student education and research purposes;
- Responsibility for sourcing, collection, preparation and curation of rock samples, training others where required on our rock preparation equipment.
- Work on own initiative to help solve problems which achieve the objectives of the work area, raising any issues with more senior staff;
- Plan and perform experiments or other tasks using a range of scientific techniques, sometimes working from a limited brief;
- Be responsible for the maintenance, calibration, modification, repair and operation of equipment in the work area, liaising with service engineers;
- Understand, promote and apply relevant COSHH/risk assessments and departmental health and safety protocols ensuring procedures are followed at all times;
- Maintaining accurate records of work undertaken, including reports, using appropriate software;
- Contributing to the development of protocols, standard operating procedures and maintenance schedules for the work area;
- Assisting with purchasing including ordering and distributing goods;
- Managing a small budget. Monitoring resource usage and maintaining supplies of key items;
- Communicate and, if required, make presentations of own work activities to others in the team;
- Providing inductions, training and demonstrations of specialist techniques ensuring compliance with safety and regulatory guidelines;
- To actively demonstrate a commitment to professional development by continuing to advance knowledge, understanding and competencies;

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

- Experience of working in a laboratory or engineering environment;
- HNC, HND, or Degree in a relevant subject, or equivalent working experience within scientific research or engineering environment;
- A full clean UK driving licence;
- Excellent interpersonal skills with the ability to train and supervise staff and students on equipment use and techniques in teaching and research laboratories;
- Knowledge and ability to implement practical techniques used in relevant work area;
- Knowledge of relevant safety regulations & procedures, for example COSHH and risk assessment;
- Ability to plan and take responsibility for own work using initiative, seeking advice where necessary;
- IT skills for a wide range of applications, including Microsoft Office Suite, and specialist software where appropriate;
- Experience, skill, and capability in manual handling activities;
- Actively demonstrate commitment to professional development, advance knowledge, understanding & competencies.

Desirable

- Experience of electrical repair / electronic engineering skills;
- Theoretical knowledge in engineering geology;
- Knowledge of soil mechanics and effective stress.

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.



G5 - 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 our [School of Earth and Environment](#).

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

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

Our University

As an international research-intensive university, we welcome students and staff from all walks of life. 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/School of School of Earth and Environment 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 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 page.

