



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Facilities and Goods Inwards Technician,
Faculty of Engineering and Physical Sciences



Salary: (£23,881 - £24,900 p.a. pro rata)

Reporting to: Denzle Simpson

Reference: EPSTS1010

Location : Leeds Main Campus

Part Time, 21 hours per week

Closing Date : 30 July 2025

We are open to discussing flexible working arrangements

Facilities and Goods Inwards Technician, Technical Support, Goods Inwards, Faculty of Engineering and Physical Sciences.

Overview of the Role

Do you want to work in a busy university engineering facility? Do you have proven experience of working in a stores and facilities environment?

The role involves working as part of the Fabric and Estates technical team. In this varied and interesting role, you will be based in our Goods Inwards and Facilities team within the Faculty of Engineering and Physical Sciences. The role primarily involves working as part of the wider Fabric and Estates technical team plus covering for one of the three Goods Inwards areas within the Faculty when required.

We are looking for an enthusiastic and motivated individual with an ability to work as part of a team of technicians. Communicative, organised, flexible and committed, you will have a positive, proactive approach to your work.

Main duties and responsibilities

As a Facilities and Goods Inwards Technician, your main duties will include:

- Ensuring that Faculty meeting rooms are ready for use;
- Assisting with furniture moves for office refurbishments, meetings, etc.;
- Distribution of paper, stock and consumables throughout the Faculty;
- Ensuring the Faculty lecture theatres are fit for purpose;
- Assisting with setting up off-site activities (e.g. at the University farm);
- Disassembling of fixtures and fittings in laboratories and offices prior to refurbishment;
- Fork lift truck driving, with inspection / recording usage of this vehicle;
- Assisting technicians with large goods from Faculty stores.

When covering for Goods Inwards:

- Arranging off-loading of large and palletised loads into the appropriate delivery area, and ensuring that goods are stored appropriately;
- Ensuring that receipts are processed onto SAP in a timely fashion and that



records are maintained in accordance with the University Financial Regulations; Maintaining hard copy and electronic records and file delivery notes;

- Using the Simons Voss locking plan to program and issue transponders for electronic access control;
- Identifying and contacting recipients of parcels, providing information and support to customers requesting delivery information, and notifying customers to arrange collection;
- Delivering to all areas of the Faculty as the need requires;
- Facilitating the receipt of gas deliveries and gas cylinders to the appropriate locations, and facilitating the return of gas cylinders to the vendors;
- Facilitating the receipt of liquid nitrogen gas deliveries;
- Maintaining the safety and general tidiness of the Goods Inwards facility and its contents;
- Attending training as required.

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:

- A full, current, valid driving licence, as you will need to transport furniture, stock and other consumables around campus and a wider area;
- The ability to undertake manual handling;
- Relevant experience of working in a stores or goods receiving environment;
- Evidence of good interpersonal and communication skills – an ability to develop and maintain good working relationships with all levels of staff and external contacts, communicating in person, by telephone and e-mail;
- Evidence of an ability to work reliably and accurately with attention to detail;
- Good IT skills including experience of using MS Office applications and computerised purchasing or accounts systems;
- Evidence of a flexible approach to work and a willingness to undertake relevant training courses;
- Evidence of self-motivation, whilst also being able to work as part of a team.



Desirable:

- A current forklift truck licence;
- Experience of using SAP.

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:

Denzle Simpson Faculty Facilities Manager

Tel: +44 (0) 113 3439142

Email: D.Simpson1@leeds.ac.uk

Additional information**Faculty and School Information**

Further information is available on the research and teaching activities of the [Faculty of Engineering and Physical Sciences](#).

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. 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 Engineering and Physical 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

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>



