



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Technician, School of Geography, Faculty of Environment



Salary: Grade 4 (£26,707 - £28,778 p.a. depending on experience)

Reporting to: Rachel Gasior, Laboratory Manager

Reference: ENVGE1277

Fixed term - 12 months to complete specific time limited work

Location: On Campus

Technician, Faculty of Environment, School of Geography

Overview of the Role

Are you enthusiastic, well organised and versatile with a passion for science? Do you have experience in working in a laboratory environment and want to use your skills to support our research laboratories? Do you want a technical career at one of the top Universities in the country? We would like you to join our technical team offering research support within our geography laboratories, where our experienced technicians will train you on all duties in the preparation and analysis of soil samples using a variety of techniques and instruments.

We are looking for a proactive Laboratory Technician, commencing as soon as possible. You will be based on campus 5 days per week, to join our technical team offering support within our geography laboratories.

You will have 5 GCSEs or equivalent including English and Mathematics and at least one science subject, or equivalent experience working in a laboratory. You will have a good understanding of chemical hazards, safe handling and disposal, with the ability to work safely and maintain high laboratory housekeeping standards. You will undertake routine maintenance of equipment relevant to the research and assist with research project activities, including maintenance of equipment and purchasing consumables. In addition, you will also have good organisational and communication skills, and the ability to work on your own initiative and as part of a team.

Main duties and responsibilities

As a Technician, your main duties will include:

- Taking responsibility for the preparation of environmental samples: sieving, grinding soil using mechanical mills and filtering;
- Analysing soil and water samples for physical and chemical properties e.g. particle size, moisture content, pH, loss on ignition, water colour;
- Undertaking the routine operation of chemical analysis equipment;



- Being responsible for the operation, routine calibration and maintenance of equipment
- Under direction, perform experiments or other tasks in accordance with the aims and objectives of the work area, raising any issues with senior staff;
- Work effectively with staff and students, providing technical advice in relation to the work area and techniques used;
- Understand, promote and apply relevant COSHH/risk assessments and departmental health and safety protocols ensuring procedures are followed at all times;
- Maintain accurate records of work undertaken, using appropriate IT software;
- Assist with general administrative tasks associated with the operation of the work area;
- Assist with purchasing including ordering and distributing goods, including collecting from delivery points. Maintain general tidiness throughout the labs. To actively demonstrate a commitment to professional development by continuing to advance knowledge, understanding and competencies.

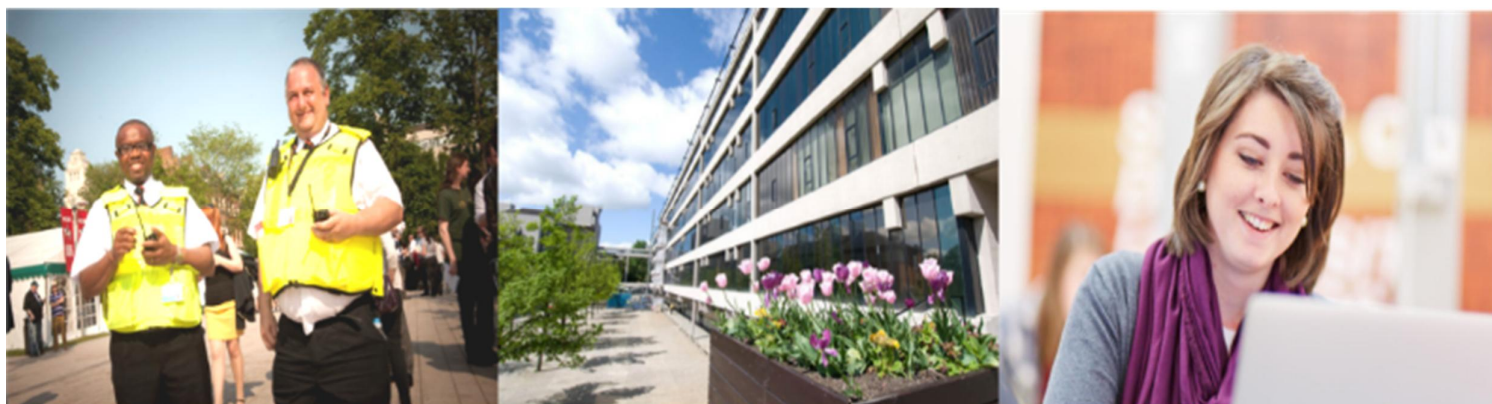
These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills

Essential

As a technician, you will have:

- 5 GCSEs Grade A*-C including English and Mathematics and at least one science/ combined science subject, or equivalent experience working in a laboratory;
- Evidence of an aptitude for laboratory work, with an interest in environmental and/or chemical subjects and a willingness to learn new skills in this area;
- Good organisational and time management skills.
- Good IT skills including a working knowledge of Microsoft Office including Word, Excel, Sharepoint & Teams;
- Knowledge of relevant safety regulations & procedures, for example COSHH and risk assessment;
- The ability to work on own initiative and as part of a team;
- A high level of accuracy and attention to detail;
- A dependable, reliable and self-motivated approach;



- A good level of fitness experience, skill, and capability in dealing with manual handling activities;
- Flexibility and a willingness to adapt to a changing research environment;
- Good interpersonal skills and the ability to communicate effectively with staff & students.

Desirable:

You may also have:

- Further education in a scientific discipline;
- Experience of field work collecting samples and/or installing equipment;
- Experience of maintaining supplies.

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

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 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 and ethnically diverse people; people who identify as LGBT+; and people with disabilities. 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.

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.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

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.

