



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Hub Technician (Teaching Laboratory),  
Faculty of Engineering and Physical Sciences



**Salary: Grade 3 (£25,249 – £26,093 p.a.)**

**Reporting to: Ben Cooper**

**Reference: EPSCH1128**

**Closing date: Wednesday 01 April 2026**

**Starting from 01 May 2026**

**Location: Leeds main campus**

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

## Hub Technician (Teaching Laboratory), School of Chemistry.

**Are you looking for a career in a leading science department? Would you like to work in a team that delivers an effective and professional service in support of the School's commitment to excellence in learning, teaching and research?**

### Overview of the Role

We are looking for a professional and proactive individual to support our busy School. This role is split between our Hub service and Teaching Laboratories in the School of Chemistry. Working in the Hub you will be responsible for delivering a high-quality counter service to staff and students, whilst enabling the operation of the school by managing deliveries, ordering equipment and undertaking administrative processes, such as goods receipting and maintaining audit documents. You will also provide general technical support to the laboratories including the preparation, dispensing and delivery of chemicals and specialist equipment and the disposal of waste. In addition, the role will be based in our busy teaching laboratories on 2 days each week. As part of the technical team you will support synthetic chemistry practical teaching lab, preparing materials for lab sessions, managing stock levels of chemicals, consumables and equipment, promoting Health and Safety in the laboratories and providing general support to our students.

The role presents an exciting opportunity for an individual with a strong customer focus and professional attitude to join a leading science department in a University which has recently been ranked in the top 100 in the world. This position will be subject to a two-stage selection process, involving an online interview and some in person practical activities to test the shortlisted candidates' skills and experience against the person specification.

### Main duties and responsibilities

- Providing a customer service focused hub counter service, dealing with general queries from staff and students, issuing equipment and consumable items;
- Receiving, processing and delivering mail and supplies for the school, including the movement of supplies between the unpacking and storage areas,



processing special deliveries, receipt and dispatch of courier packages, sorting incoming and outgoing mail;

- Preparing and managing chemicals for use in the laboratories such as refilling solvent bottles, re-packing items into appropriate issue quantities, dispensing liquid nitrogen from main storage vessel, delivering and collecting gas cylinders to and from research and teaching laboratories;
- Collection and safe disposal of laboratory waste from research and teaching laboratories;
- Handling chemicals and supplies in accordance with health and safety requirements;
- Providing regular support and additional emergency cover to the Teaching Laboratories. This may include;
  - Supporting the Teaching Lab team with setting up equipment and preparing materials for lab sessions;
  - Maintaining housekeeping and cleanliness standards in the Joseph Priestley Teaching Laboratory according to the documented housekeeping regime;
  - Promoting safety in the laboratories (waste & spill management, risk assessments, COSHH, chemical safety, gas safety, etc);
  - Assisting in the managing of stock levels of chemicals, consumables and equipment;
  - Providing general student support during busy laboratory classes;
- Undertaking administrative duties which support the operation of the school, including the goods receipt process using the SAP computer system, and maintaining documentation in accordance with school audit requirements.

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.

As this role involves support for our teaching laboratories, it is expected that most of your annual leave will be taken outside University term time.



## Qualifications and skills

### Essential

- GCSE (A\*-C) or equivalent in a science subject;
- Proven numeracy skills, for example as evidenced by GCSE (A\*-C) or equivalent in Maths;
- Proven written and oral communication skills, for example as evidenced by GCSE (A\*-C) or equivalent in English;
- Experience of working in a customer facing role with a friendly and positive attitude and effective interpersonal and team working skills;
- Ability to perform manual handling tasks with suitable training and mechanical aids;
- Experience of working to Health and Safety rules and regulations and risk assessments;
- A proven ability to follow clear instructions to produce successful outcomes;
- Good IT skills with a sound working knowledge of Microsoft applications;
- The ability to work accurately and to deadlines;
- A flexible approach to work and a willingness to learn new skills.

### Desirable

- Previous experience of a working in a stores/warehouse environment and stock control systems;
- An A-Level in Chemistry (or equivalent qualifications/experience);
- Understanding of hazards associated with commonly used chemicals.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. 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:

**[Ben Cooper](#), Lead Technician Porter Lab**

Tel: +44 (0)113 3436491

Email: [B.W.Cooper@leeds.ac.uk](mailto:B.W.Cooper@leeds.ac.uk)

## Additional information

### Faculty and School Information

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

### 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.

### A diverse workforce

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 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 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 Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.



### **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 via [the Government's Work in the UK page](#).

