



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Technician, School of Earth and Environment, Faculty of Environment



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

Reporting to: Miss Helena Brown, Technical Specialist

Reference: ENVEE1877

Ongoing Contract: 100% FTE – 35 hours (per week)

Location: University of Leeds

We are open to discussing flexible working arrangements

Field Store Technician, School of Earth and Environment, Faculty of Environment.

Overview of the Role

Are you enthusiastic, well organised, versatile, with a passion for science? Are you practical, flexible, willing to learn, and able to work both alone and as part of a team to support our field equipment stores? Do you want to use your technical and practical skills to support our research and teaching, delivering an effective and timely service? Do you want a technical career at one of the top Universities in the country?

The School of Earth and Environment is looking for a self-motivated, professional and proactive Technician, based on campus, to join our technical team, offering logistics support within the Geophysics and Environmental Science teaching space. Based in the Geophysics and Environmental Science Field Stores and laboratories, you will provide practical technical support to a range of functions, including operational and logistical management of field equipment. You will undertake routine maintenance and mobilisation of field and lab equipment and instrumentation for major field excursions.

You will have good organisational and communication skills, and the ability to work on your own initiative and as part of a team and a good understanding of health and safety in the workplace. You will have a BTEC Higher or equivalent in a science or engineering discipline, or equivalent experience working in a field research, laboratory, workshop engineering environment or aligned technical role. You will support the field and lab components of Environmental Science BSc dissertation work by preparing and managing field equipment and field prep lab space and teaching storeroom, ordering consumables and new equipment as required.



Main duties and responsibilities

As a technician, your main duties will include:

- Provide a Geophysics and Environmental Science fieldwork equipment support service to the School: organisation, storage, audit and maintenance of field kit. To include the issue and receipt of equipment, maintaining accurate database records, purchase, maintenance, troubleshooting faults and making minor repairs, liaising with staff and students;
- Liaising with academic colleagues provide a comprehensive field equipment provision service supporting academic staff delivering the School's key fieldwork modules. This includes managing the supply, procurement and distribution of student required field equipment, oversight of the online field equipment store and procurement and provision of all ancillary equipment, including first aid kits.
- Field kit mobilisation support, including worldwide shipment with appropriate documentation,
- Development of good documentation and logging systems such as packing lists, inventories and Standard Operating Procedures (SOPs)
- Stock control and purchasing of consumables to maintain the smooth running of the equipment, such as batteries and wiring;
- Performing manual handling duties as required, for example moving, field kit, laboratory equipment and gas cylinders, regular heavy lifting is involved;
- Work with the School Portable Appliance Test (PAT) lead to provide a supportive PA testing service to equipment located in the field store area, and ensure all equipment sent to the field is tested prior to deployment;
- Maintain general tidiness throughout work areas;
- Understand, promote and apply relevant COSHH/risk assessments and departmental health and safety protocols ensuring procedures are followed at all times;
- 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:

- A BTEC Higher or equivalent in a Science or Engineering subject, or equivalent experience working in a field research, laboratory, workshop, engineering environment or aligned technical role;
- A demonstrable technical competence with experience in equipment use, troubleshooting and maintenance including practical experience using both hand and power tools, to include soldering;
- A full valid current UK driving license;
- Good IT skills including database management and a working knowledge of Microsoft Office;
- A proven ability and willingness to work flexibly;
- A Dependable, reliable and self-motivated nature, with the ability to work both independently and in a team;
- Knowledge of relevant safety regulations & procedures, for example COSHH and risk assessment;
- Experience, skill, and capability in dealing with manual handling activities;
- Good interpersonal skills and the ability to communicate effectively with academic staff & students;
- A willingness to learn new skills, update training as required for new equipment and show commitment to professional development.

Desirable

- A Degree in a relevant scientific or engineering discipline;
- Electronics expertise;
- Experience or understanding of providing PA testing support

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.



G4 - 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 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

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We 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.

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 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.

