



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Senior Biology Teaching Technician

Faculty of Biological Sciences



Salary: Grade 6 (£33,951 - £39,906)

Reference: FBSFO1221

Closing date: 25 August 2026

Senior Biology Teaching Technician

Faculty of Biological Sciences

Are you enthusiastic, well organised and versatile, with a strong student service orientation? Do you want to use your skills and experience to support our busy laboratories and help deliver an excellent learning experience for our students?

We are looking for a professional and proactive Senior Teaching Technician to support our teaching laboratories in the Faculty of Biological Sciences. You will be responsible for the day-to-day planning, organisation and operation of laboratories, including preparing materials, maintaining equipment and enhancing the student experience through giving demonstrations, providing specialist support and advice. The Faculty has a suite of nine teaching laboratories covering Biology, Molecular and Cellular Biology and Biomedical and Sports Sciences.

You will have a degree/HNC or equivalent in Biology or a closely related subject, with the ability to demonstrate and teach laboratory techniques to students. You will also have an in depth understanding of biological and chemical hazards, safe handling and disposal of scientific materials, with the ability to work safely and maintain a high standard of hygiene. You may also have experience of Biology field trips. 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.

What we offer in return

- 26 days holiday plus approx. 16 Bank Holidays/days that the University is closed by custom (including Christmas) – That's 42 days a year!
- Generous pension scheme options plus life assurance.
- Health and Wellbeing: Discounted staff membership options at The Edge, our state-of-the-art Campus gym, with a pool, sauna, climbing wall, cycle circuit, and sports halls.
- Personal Development: Access to courses run by our Organisational Development & Professional Learning team.
- Access to on-site childcare, shopping discounts and travel schemes are also available.

And much more!



The University of Leeds and the Faculty of Biological Sciences are committed to providing equal opportunities for all and offer a range of family friendly policies. The University is a charter member of Athena SWAN (the national body that promotes gender equality in higher education), and the Faculty of Biological Sciences was awarded a Silver award in 2020. We are proud to be an inclusive Faculty that values all staff, and are happy to consider job share applications and requests for flexible working arrangements from our employees. Our Athena SWAN [webpage](#) provides more information.

Main duties and responsibilities

- Liaising with the Directors of Student Education and the Teaching Laboratory Manager to provide advice and guidance on the design and implementation of laboratory practical classes to ensure they remain relevant and up to date with modern practices;
- Responsible for the preparation and delivery of assigned modules and liaising with module leaders, technical staff and support staff to deliver an excellent teaching experience whilst working to tight deadlines;
- Development of new practical classes and specific techniques plus ongoing improvements to existing classes and laboratory processes;
- Acting as a point of expertise on experimental techniques and equipment, and advising staff, students and visitors. This will include providing inductions and training sessions to all lab users;
- Proactively working with the Teaching Laboratories Manager and academic staff in making decisions on purchase of teaching equipment;
- Supervising the preparation for Biology field visits and courses
- Working with the Health and Safety and Technical staff to develop and approve field work risk assessments
- Planning and assisting with timetabling support for designated undergraduate classes in liaison with the Faculty Teaching Laboratories Manager;
- Responsibility for designated laboratory areas and managing general maintenance, portable appliance testing, record keeping and security, and upkeep of laboratory equipment and, where necessary, arranging for specialist repairs;
- Supervision of technical staff, this will include supporting recruitment processes, probation, SRDS and training of staff, and also sharing knowledge of regulations, policies and procedures, and sharing expertise;



- Deputising for the Teaching Laboratory Manager for designated tasks and meetings;
- Arranging for the development and preparation of digital resources, this will also include preparing and uploading class specific items;
- Ensuring that class preparation notes, Health and Safety records, risk assessments, COSHH assessments and SOPs for new and existing protocols/equipment are in place and ensuring all lab users follow safety protocols;
- Maintaining a safe working environment during designated laboratory sessions;
- Ensuring that the general tidiness, cleanliness and organisation of the laboratory areas is maintained;
- Ensuring the stocks of laboratory consumables, supplies and laboratory gasses are maintained;
- Participating in student recruitment and outreach activities such as visit days, open days and school activity days;
- Playing a proactive role in the University's technician network, for example to share best practice and service improvement ideas across all areas;
- Work with the Teaching Laboratory Manager to improve laboratory sustainability and working practices.

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.

The role is for a 35-hour work week with flexible hours between 8am and 6pm. Very occasional weekend working is needed.

The role will be mainly deliver Biology practicals, but may involve activities across all of the Faculty teaching programs. You may be required to help the teaching technical team in dealing with large learning & teaching events such as open days, any unplanned absence, or other unforeseen events.



Qualifications and skills

Essential

- A degree/HNC or equivalent in **Biology** or closely related subject;
- Experience of working in biological teaching labs and preparing experiments for practical classes, with the ability to teach practical techniques and supervise laboratory safety to students at undergraduate and postgraduate level in taught sessions;
- Good experience of Biology practical techniques;
- Willingness to learn new techniques and classes;
- The ability to work on your own initiative and with flexibility to deliver practical classes to tight deadlines with minimal supervision;
- Previous experience of working within an effective team, with experience of supervision and the development of team members;
- Good interpersonal and communication skills, both written and verbal, and the ability to communicate effectively with a wide range of stakeholders;
- Good IT skills, including a working knowledge of Microsoft Office and some experience of digital editing;
- An understanding of the hazards associated with a wide range of chemicals and biological materials, their safe handling and disposal; with the ability to perform physically demanding tasks, e.g. transport laboratory supplies, class material, laboratory equipment, gas cylinders and scientific waste between buildings;
- Experience of developing experimental methods, Standard Operating Procedures and Risk Assessments.

Desirable

- Laboratory Health and Safety qualification – NEBOSH or equivalent;
- Experience of Biology field work and trips;
- Experience of the field work risk assessment process

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:

[Chris Jones](#), Teaching Laboratories Manager

Tel: +44 (0)113 343 5631

Email: c.e.jones@leeds.ac.uk

Additional information

Find out more about the [Faculty of Biological 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 of Biological 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).

Salary Requirements of the Skilled Worker Visa Route



If you are not a British or Irish citizen, 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, this may be your status under the EU Settlement Scheme.

Please note that due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions. For more information, please visit [the Government's Skilled Worker visa page](#).

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.

