



**UNIVERSITY OF LEEDS**

**CANDIDATE BRIEF**  
**Technician, Faculty of Engineering**



**Salary: Grade 4 (£18,412 – £21,220 p.a.)**

**Reference: ENGPE1090**

# School of Chemical and Process Engineering

**Do you want to help support our students in both teaching and research areas in the Faculty of Engineering? Are you an enthusiastic technician looking for a safety and maintenance role in one of the leading Engineering Schools in the country?**

We are looking for a professional and proactive individual with good team working ethos to join our technical team in the [School of Chemical and Process Engineering](#) to support general technical activities within the School. You will have a varied role including PAT testing, arranging equipment inspections, and monitoring the movement of gas cylinders.

## What does the role entail?

As a school technician your duties will include:

- Arranging and carrying out PAT tests on all portable electrical equipment within the School's laboratories. This will include carrying out minor electrical repairs such as cable/plug replacements in consultation with faculty electronic workshop;
- Ensuring that all PAT test results and information are uploaded into the Faculty of Engineering PAT test database;
- Routine checking of local exhaust ventilation units (fume cupboards and hoods) and maintaining up to date records;
- Being a point of contact for insurance inspections for lifting gear, LEV (local exhaust ventilation) and pressure vessels. You will co-ordinate these inspections and liaise with appropriate colleagues to confirm the arrangements;
- Ensure that the database and movement of gas cylinders is maintained, and take delivery of gas cylinders for specific school areas;
- Establishing a School Chemical Inventory and maintaining the database of the records;
- Carrying out the School's ladder inspections and maintaining records;
- Ensuring equipment is operational and serviced as required and maintaining appropriate records;
- Playing a proactive role in the Chemical and Process Engineering technicians'



network, for example to share best practice and service improvement ideas.

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.

## What will you bring to the role?

As the Engineering Support Technician you will have:

- City & Guilds (or equivalent) in PAT testing;
- Proven experience in PAT testing;
- A good level of IT, in particular Excel spreadsheet and database skills;
- General maintenance and fitting skills;
- Developed organisational skills with the proven ability to prioritise work and deliver against demanding deadlines;
- Ability to work both proactively and independently but also as part of a wider support team.

You may also have:

- Basic electronic skills;
- A health and safety qualification;
- A ladder inspection qualification;
- Manual handling training.

## How to apply

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



## Contact information

To explore the post further or for any queries you may have, please contact:

**[Peter Thompson](#)**, Technical Officer

Tel: +44 (0) 113 343 2471

Email: [P.R.Thompson@leeds.ac.uk](mailto:P.R.Thompson@leeds.ac.uk)

## Additional information

### Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

### Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering](#) and the [School of Chemical and Process Engineering](#).

### A diverse workforce

The Faculty of Engineering is 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.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at [disclosure@leeds.ac.uk](mailto: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 accordance with our [Criminal Records policy](#). You can find out more about required checks and declarations in our [Criminal Records information](#).

