UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Laboratory Teaching Technician in Biological Sciences

Faculty of Health and Life Sciences



Salary: Grade 5 (£29,588 - £33,002 p.a.)

Reference: FBSFO1223

Laboratory Teaching Technician in Biological Sciences
Faculty of Health and Life 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 Laboratory Teaching Technician to support our busy teaching laboratories in the Faculty of Health and Life Sciences. You will assist with the day-to-day planning, organisation and operation of our laboratories, including preparing materials for practical laboratory classes, maintaining equipment and enhancing the student experience through giving demonstrations, providing general support and advice and helping with digital learning. The faculty has a suite of nine teaching laboratories covering Biology, Molecular and Cellular Biology, Microbiology, Biomedical and Sports Sciences.

You will have a BTEC higher qualification, Degree or equivalent in a Biological subject, or equivalent experience working in a scientific research or teaching environment, as well as the ability to demonstrate and teach laboratory techniques to students. You will also have a good understanding of biological and chemical hazards, safe handling and disposal, with the ability to work safely and maintain a high standard of hygiene. In addition, you will 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

- Assisting with the day-to-day planning, organisation and running of the Faculty of Health and Life Sciences (HLS) Teaching Laboratories and helping across all FBS teaching programmes as needed;
- Managing and prioritising own day-to-day duties whilst working to tight deadlines;
- Responsibility for the preparation and delivery of practical laboratory classes and liaising with module leaders, senior technical staff and support staff to deliver an excellent teaching experience;
- Development of new practical classes and specific techniques plus ongoing improvements to existing classes;
- Preparing and editing digital learning materials and uploading information onto digital learning software as needed, including the preparation of reference results and class specific data;
- Supervising laboratory classes and teaching laboratory techniques and use of equipment as needed;





- Maintaining class preparation notes, Health and Safety records and developing risk assessments, COSHH assessments and SOPs for new and existing protocols/equipment and ensuring lab users follow safety protocols;
- Maintenance of general laboratory equipment and electrical testing of laboratory equipment and maintaining laboratory equipment inventories;
- Participating in School post-applicant open days, University open days, summer schools, STEM activities and induction week;
- Moving of laboratory equipment including gas cylinders and trolleys across the entire suite of teaching laboratories;
- Ensuring that the general tidiness, cleanliness and organisation of the laboratory areas is maintained;
- Playing a proactive role in the University's technician network, for example to share best practice and service improvement ideas across all areas.

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 based on a 35-hour working week with flexible hours between 8am and 6pm with occasional weekend working as required. As part of the teaching team, you may be involved in activities across all FBS teaching programs and 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 in a Biological subject, or equivalent experience;
- The ability to teach practical techniques and supervise laboratory safety to students at undergraduate and postgraduate level in taught sessions;
- Good organisational and time management skills;
- The ability to work on your own initiative and with flexibility to deliver practical classes to tight deadlines;
- Willingness to learn new techniques and classes;
- Demonstrable experience of working within an effective team to cope with busy schedules, changing practical class requirements, unplanned absences;
- The ability to communicate clearly with a wide range of staff and students;
- Good IT skills, including a working knowledge of Microsoft Office;
- The ability to work safely under pressure and to deadlines;
- An understanding of hazards associated with a wide range of chemicals and biological materials, their safe handling and disposal; and the ability to maintain a high standard of cleanliness and hygiene;





- The ability to perform physically demanding tasks, e.g. transport laboratory supplies, class material, laboratory equipment, gas cylinders and scientific waste between buildings;
- Knowledge and experience of safe manual handling techniques.

Desirable

- Experience of working in a scientific, research or teaching environment;

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 Health and Life Sciences

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on 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.
information page or by getting in touch by emailing HR via 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

Please note that 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.

Please note: 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.



