UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Hub Technician,

Faculty of Engineering and Physical Sciences



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

Reference: EPSCH1141

Closing date: 31st March

We will consider job share / flexible working arrangements

Available from 1st May

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?

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.

What does the role entail?

As a Hub Technician (Teaching Laboratory) your main duties will include:

- 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 despatch 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.

Applicants should note that as this role involves support for our teaching laboratories that there will be significantly restricted opportunities for annual leave to be taken during University term time.

What will you bring to the role?

As a Hub Technician you will have:

- 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.

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You may also have:

- 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





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 on our Working at Leeds information page.

A diverse workforce
The Schools in the Faculty of Engineering & Physical Sciences are proud to have been awarded the Athena SWAN Bronze or 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 on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

Please note: If you are not a British or Irish citizen, from 1 January 2021 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 and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

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 accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.



