

Candidate Information

Position:	Apprentice Technician -
School/Department:	School of Biological Sciences
Reference:	23/110997
Closing Date:	Sunday 11 June 2023
Salary:	Starting salary: £22,214 per annum Within the duration of the apprenticeship there will be opportunity to progress to the top salary point of the grade. On successful completion of the apprenticeship, the apprentice will progress to a permanent role of Technician, minimum Grade 3 (first salary point currently £23,144) with the opportunity of further annual increments.
Contract duration:	Initially 3 years. Upon successful completion of the 3 year apprenticeship the successful candidate will move to permanent Technician position.
Anticipated Interview Date:	1 st Stage: Monday 19 June 2023

JOB PURPOSE:

To support Technical colleagues in the deliverance of a diverse range of undergraduate practical modules in the School of Biological Sciences.

To develop relevant competencies and expertise over the three-year duration of the apprenticeship programme through in-house training, completion of professional/academic qualifications and tailored support and mentoring. Successful completion of the apprenticeship will lead to appointment to a permanent Technician post within the University.

MAJOR DUTIES:

1. Train in the preparation of media and solutions for Undergraduate practical classes.
2. Learn to carry out maintenance and calibration of equipment according to routine instruction.
3. Assist with setting up of practical classes including preparation of materials.
4. Develop a diverse Technical tailored skillset benefiting from an in-house training and mentoring program.
5. Ensure excellent housekeeping in the laboratory to guarantee a safe and hazard free environment is maintained at all times.
6. Learn to monitor and control levels of own work-related stocks, plus routine monitoring of general supplies and ensuring proper maintenance and storage of perishable stocks.
7. Support student learning through the set up and demonstration of standard equipment and techniques. For example, train others in the safe use of autoclave facilities.
8. Learn to maintain accurate records of stocks and experimental results using basic software packages. Learn to maintain and operate computer-controlled CCTV, and range of AV equipment, providing learning resources as required.
9. When required, handling, sorting and washing of laboratory glassware and plastic-ware items and routine disposal of laboratory waste(s) in accordance with established Health & Safety procedures. Help to maintain levels of stocks/stores (including but not limited to inventories of assets) and help to ensure that equipment/consumables and work area are ready to use when required.
10. Train to operation of autoclaves for both waste treatment and provision of sterile material(s) when requested. Comply with Health and Safety procedures affecting self and others.
11. Post-holder will also be expected to offer other appropriate, necessary assistance, in order to promote the smooth running of laboratory operations as directed by more senior members of technical staff and contribute to general security of premises, integrity of laboratory operations and comply with all Health & Safety requirements..

Planning and Organising:

1. Learn how to carry out a range of tasks, working mainly within established procedures with access to guidance when required.
2. Learn to prioritise duties within own work schedule, but refer to Supervisor for prioritising and scheduling of non-standard work.

Resource Management Responsibilities:

1. Learn to follow set ordering procedures to ensure adequate supplies/resources are available to meet departmental requirements.

Internal and External Relationships:

1. Daily contact with Supervisor, work colleagues, University staff and students.

ESSENTIAL CRITERIA:

1. Hold or be about to obtain a minimum of 5 GCSE's A*-C (9-4) or equivalent (e.g. NVQ level 2) to include Maths, English and a relevant subject(s) . (e.g. Biology, Chemistry)
2. Proven basic knowledge of regulations and procedures, including H&S requirements.
3. Demonstrable knowledge and interest in the subject of Biology.

DESIRABLE CRITERIA:

1. Ability to demonstrate communication skills appropriate to a professional working environment.
2. Evidence of developing/improving/enhancing skills through practical application.
3. Competent in the use of Information & Technology and relevant software packages such as MS Word, Excel.
4. Ability to demonstrate a methodical and logical approach to tasks.
5. Ability to work on own initiative and to prioritise tasks.
6. Able to demonstrate working successfully as part of a team.