

Candidate Information

Position:	Apprentice Technician -
School/Department:	School of Pharmacy
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 train in Pharmacy & Pharmaceutical sciences teaching and research laboratory support.

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. The fundamentals of how a multipurpose laboratory and associated prep area is operated on a daily basis to support a range of teaching and research requirements.
2. General laboratory housekeeping, upkeep and maintenance of key work areas.
3. Learn how undergraduate practical classes are planned, resourced and prepared. To learn key timings for the various stages of preparation and how this is organised.
4. Learn how to operate various pieces of lab equipment in support of practical classes and research material supply. Learn the routine maintenance of this equipment and associated basic troubleshooting.
5. Learn the calibration of key equipment and maintenance of accurate records e.g. test results and calibration figures.
6. Preparation of various technical procedures. Preparation of various media, buffers and reagents as required for research material requests. Gain experience in basic aseptic technique
7. Learn about training and demonstrating various techniques to students and staff in both a teaching and research setting.
8. Gain experience of the various health & safety protocols in place within the School of Pharmacy. Learn the basics of COSHH and risk assessment.
9. To learn the correct protocol for handling and disposing of various types of waste generated within the School of Pharmacy including experience with equipment used to process waste. To gain experience in completing the appropriate health & safety documentation where required.
10. Gain experience in basic stock control and monitoring. Learn how to place orders and follow up with suppliers.
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.
3. Demonstrate flexibility to address School needs.
4. Ensure skill set is developed to meet the changing needs of the School and undertake training as required.
5. Ensure that components are available so that jobs can proceed as directed.

Resource Management Responsibilities:

1. Eventually have some responsibility for the security and routine maintenance of equipment in the laboratory.
2. Provide some support to student learning through own development and demonstration of standard equipment and techniques.

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 area.

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.