

Candidate Information

Position:	Apprentice Technician -
School/Department:	Wellcome-Wolfson Inst for Experimental Medicine, School of Medicine, Dentistry & Biomedical 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:

Learn to provide a technical and logistical support service to academic and research staff, in order to service the core needs of staff and students in the Wellcome Wolfson Institute for Experimental Medicine (WWIEM).

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. Daily collection, handling, sorting and washing of laboratory glassware and plastic-ware items and routine disposal of specified laboratory waste(s) in accordance with established in-house Health & Safety procedures.
2. Learn to operate of autoclaves for both waste treatment and provision of sterile material(s) and other communal housekeeping supplies which underpin the operation of research laboratories. The role requires a large volume of manual handling. The post holder will be required to move large gas tanks, load and unload large autoclaves, and lift and moving clinical waste bins (with appropriate training and aids).
3. Learn to maintain accurate records of efficiency, performance, faults, breakdowns, etc of core equipment, reporting issues in a timely manner & following up on progress of remedial actions.
4. Learn to operate, troubleshoot and carry out routine maintenance on standard laboratory/departmental equipment as directed. Routine tidying and cleaning of communal areas to help ensure an efficient, safe and hazard-free environment is maintained at all times.
5. Assist with regular checking, filling and handling of liquid nitrogen cell banks and pressure vessels. Replenishment of compressed cylinders and piped gases under direction of the senior technician.
6. Assist in monitoring and maintaining fridges and freezers which include, HTA and MHRA relevant materials. Assist with HTA record keeping for regulatory, audit and inspection purposes
7. Assist in routine stores duties including goods reception, manual handling, dealing with incoming mail and deliveries in a timely manner and generally helping to account for resources, to include notifying colleagues in accordance with clear arrangements already in place.
8. Learn to monitor and control levels of own work-related stocks, plus routine monitoring of general supplies. Duties to include, day to day organisation of bulk stores and ensuring proper maintenance and storage of perishable stocks.
9. Learn to prepare technical procedures, e.g. test buffers, stock solutions, culture media and replenishment of general supplies under the direction of the laboratory supervisor(s). Maintain accurate records of test results and draft routine documentation.
10. 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.
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 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.