

CANDIDATE INFORMATION

Position:	Apprentice Technician
School/Department:	School of Chemistry & Chemical Engineering
Reference:	23/111007
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:	Monday 19 June 2023

JOB PURPOSE:

To provide technical support for undergraduate teaching laboratories, for core laboratory instruments and develop basic level cover/skills for the School's glassblowing service. The split between the areas of work will be determined by the academic calendar, with a greater proportion of time spent on glassblowing and instrumentation outside the semester, when laboratory classes are not running.

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 materials and provision of support for designated undergraduate practical classes.
2. Provide technical support within the Glassblowing Workshop.
3. Provide technical support for core laboratory instruments in the School.
4. Learn to carry out maintenance and calibration of equipment according to routine instruction.
5. Monitor levels of stocks/stores and ensure that equipment, consumables and work area are ready to use when required.
6. Learn to maintain, clean and repair equipment and glassware, and remove waste material to ensure general workshop/laboratory tidiness.
7. Learn to prepare and carry out tests/experiments/technical procedures, following clear guidelines and procedures.
8. Learn to maintain and update accurate records, including chemical lists and standard operating procedures for use in the laboratories. Maintain accurate records of work completed, including design specifications, consumables required and time spent.
9. Complete inhouse training in basic glassblowing techniques, to include but not limited to repair of scientific glassware, cutting, joining, spotting and rotating, creating bends, seals and joints, and in the use of hand torches and lathes.
10. Train in analysis of samples using various analytical techniques, such as TGA, DSC and NMR, following clear guidelines and procedures.
11. Assist in the completion of routine safety paperwork as directed by your mentor(s)/line manager(s).
12. Build a working knowledge of a particular system and/or equipment, by assisting with daily maintenance and supporting day-to-day operation.
13. Post-holder will also be expected to offer other appropriate, necessary assistance, in order to promote the smooth running of laboratory/workshop 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. Learn to follow set ordering procedures to ensure adequate supplies/resources are available to meet departmental requirements.
2. Support student learning through the development and demonstration of standard equipment and techniques.
3. Monitor and take responsibility for small-scale resources/cash, following ordering procedures to ensure adequate resources are available to meet work 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. Chemistry)
2. Proven basic knowledge of regulations and procedures, including H&S requirements.
3. Demonstrable knowledge and interest in the subject of Chemistry and Chemical Engineering.

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.