

Post Details		Last Updated: 11/05/2016	
Faculty/Administrative/Service Department:	Faculty of Engineering and Physical Sciences		
Job Title:	Apprentice Mechanical Workshop Technician		
Job Family & Job Level	Technical and Experimental	Level 2a	
Responsible to:	Workshop Manager		
Responsible for:	n/a		

Job Purpose Statement

To work as part of a team contributing towards the provision of mechanical workshop services, whilst undergoing in house and external training designed to develop the necessary knowledge and skills to become a qualified Mechanical Engineering Technician. This is a broad role covering all aspects of engineering, including turning, milling, and use of CNC machines.

Problem Solving, Accountability and Dimensions of the role

The post is a developmental post; as such the role will initially involve a high degree of development for the post holder and close management supervision from an experienced member of staff. Due to the nature of this trainee post, clear instructions, daily supervision and guidance will be given to the post holder to ensure that designated tasks are completed within appropriate timescales set by Workshop Manager. As the post holder develops, the post will involve some flexibility in terms of the order in which duties are carried out, allowing the individual some discretion in the way they organise their time and when activities are delivered.

The post holder will work within well established processes and procedures to deal with workshop tasks of a largely routine nature, including evaluation, design and manufacture of projects, general tidiness of the of the workshop, and provision of workshop services, as set out by the Workshop Manager. The post holder will receive clear instruction in the use of machine tools and hand tools and will develop an understanding of Information Technology software and hardware for engineering purposes. The post holder will initially be presented with simple problem solving and will be expected to resolve these with the guidance of peers, applying further technical and practical skills as they are developed through on-the-job training. With the aid of other workshop staff the post holder will learn to resolve operational day-to-day difficulties, and to overcome technical problems, for example; the design of equipment to meet the user needs. The appropriate course of action(s) will be influenced by established procedures and set precedents including safety practise and procedures, and the acquisition of knowledge and understanding of these is expected. It is expected that more complex problems will be referred to the Workshop Manager, in order to gain further advice or support. Problem solving difficulty levels will be increased over time in order to stretch abilities and evaluate depth of knowledge. Problem solving techniques will be developed as part of on going structured training programme. The training programme will operate on a time schedule which the trainee will be expected to meet.

The post holder is not responsible for the supervision of other members of the team and does not hold any budgetary responsibility. The post impacts across the Workshops in terms of its provision of service and its contribution to the student and staff experience.

Background Information/Relationships

The Faculty of Engineering and Physical Sciences is built on the core engineering disciplines of aeronautical engineering, civil engineering, chemical engineering, electronic engineering and mechanical engineering, together with the core scientific disciplines of computing, mathematics and physics. Within these fields the Faculty enjoys a reputation for excellence in research and teaching.

This is a new post based within the Mechanical Workshop. The Faculty's mechanical services are provided by a team of seven technicians led by a workshop manager who has overall responsibility to deliver this service.

It is a requirement of this post that the post holder completes an external training programme at a Further Education college. The length of the external training programme will depend on your current qualifications, but is likely to be a minimum of 2 years. This will be done by day release, leading to a BTEC Higher National Award, or equivalent qualification, and will be in line with the University of Surrey's Award Bearing Course policy.

This job purpose reflects the core activities of the post. As the Department/Faculty and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships	Essential/ Desirable	
A minimum of 5 GCSEs (or equivalent) at grade C or above, including Maths, English, Science and preferably Design and Technology.	E	
BTEC National Diploma	E	
BTEC First Diploma	E	
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet).	Essential/ Desirable	Level 1-3
Interest in Information Technology and Mechanical items.	E	1
Willingness to undertake further training as required.	E	2
Ability to follow instructions.	E	2
A customer-service approach to work.	E	1
Special Requirements:	Essential/ Desirable	Level 1-3
n/a		
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). N/A (not applicable) should be placed, where the competency is not a requirement of the grade.	Level 1-3	
Communication	1	
Adaptability / Flexibility	1	
Customer/Client service and support	1	
Planning and Organising	1	
Teamwork	1	
Continuous Improvement	1	
Problem Solving and Decision Making Skills	n/a	
Leadership / Management	n/a	
Creative and Analytical Thinking	n/a	
Influencing, Persuasion and Negotiation Skills	n/a	
Strategic Thinking	n/a	

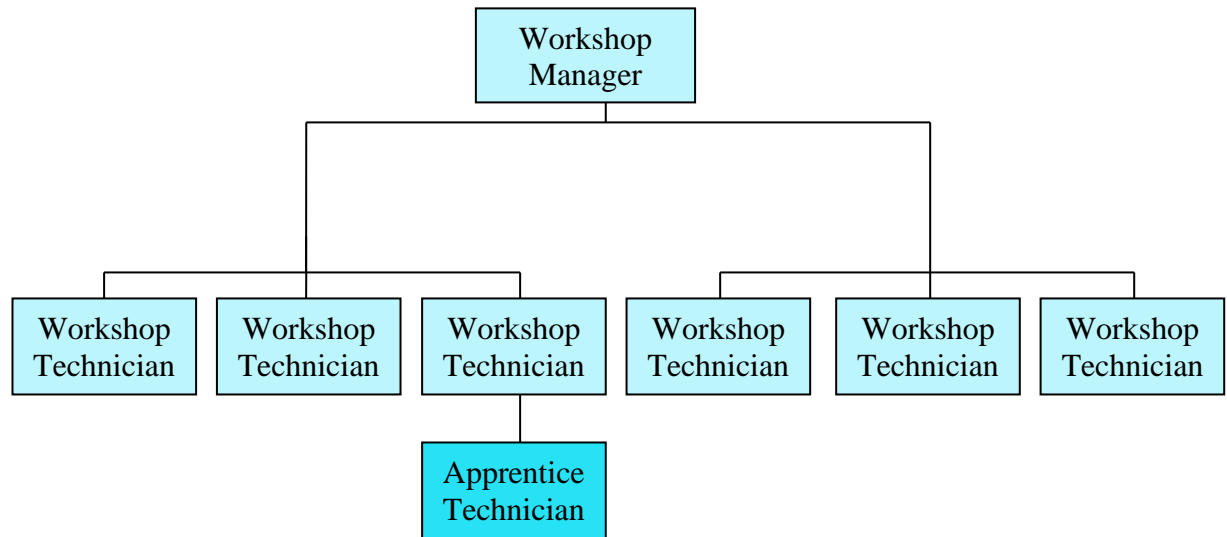
Organisational Information

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.
- Excellent environmental performance is a strategic objective for the University of Surrey. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Undertake such other duties within the scope of the post as may be requested by your Manager.



Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) and should be read in conjunction with the accompanying Job Purpose.

1. To provide mechanical workshop services to staff and students across the Faculty. This includes evaluation, design and manufacture of projects under supervision.
2. Ensure the tidiness and provision of general workshop services are maintained
3. To follow an internal training programme to become a qualified Mechanical workshop technician, including a day release programme at an external Further Education college.
4. Perform tasks required to ensure ongoing Health and Safety within the workshop, such as servicing and maintenance of equipment
5. Occasional assistance in the Teaching Laboratories and with student projects
6. To work in a safe manner adhering to local and legal requirements.

N.B. The above list is not exhaustive.