

Post Details		Last Updated: 14/07/2014	
Faculty/Administrative/Service Department:	Faculty of Engineering & Physical Sciences		
Job Title:	Apprentice Laboratory Technician		
Job Family & Job Level	Technical & Experimental	N/A	
Responsible to:	Day-to-day responsibility to the supervising laboratory technician, with overall responsibility to the Faculty Technical Support Manager		
Responsible for:	N/A		
<u>Job Purpose Statement</u>			
<p>Supporting our academic and research staff with a range of laboratory duties, general administrative tasks and scientific research. To undertake a work based training programme, and work towards a BTEC in Applied Science and a National Vocational Qualification in Laboratory Associated Techniques. Apprentices will be given the opportunity to rotate around the different departments.</p>			
<u>Problem Solving, Accountability and Dimensions of the role</u>			
<p>This is a developmental post as part of an apprenticeship programme; as such the role will involve a high degree of development for the post holder and close management supervision from an experienced member of staff.</p> <p>During their day-to-day activities, the post holder is expected to gain knowledge of the majority of instrumentation within the laboratories and its applications by working alongside the laboratory team and assisting with tasks to provide technical support, advice and solutions to staff, students and external clients. The post holder is expected to respond confidently and in a timely manner to problems/issues such as equipment malfunction and prioritisation. They are expected to apply well-established processes and procedures and technical and working knowledge to assist students in the design and preparation of experiments. They may also be expected to carry out experiments, taking measurements, analysing results, managing data, producing and presenting the reports</p> <p>The post holder is responsible for the safety and security of the laboratory space and equipment. This includes monitoring and maintaining a safe working environment within the laboratories, ensuring that the environment and equipment meets Health and Safety requirements and that any procedures are carried out in compliance with their associated regulations. Errors in judgement or failure to carry out a particular task could result in the damage of the equipment or risking students, staff's and clients' personal safety.</p> <p>Apprentices entering into this role will need to practise their work within Standard Operating Procedures and comply with all policies and procedures applicable to their role. This particular role will also require the individual to meet the academic and vocational elements of the apprenticeship framework, attending where possible all lectures and NVQ observations. They will also be expected to be an outreach ambassador for the University; this involves becoming a Science Technology Engineering and Mathematics (STEM) Ambassador.</p>			
<u>Background Information/Relationships</u>			
<p>Apprentices will need to be socially and emotionally mature enough to work in a fast paced and professional laboratory environment. The apprentice will need to demonstrate strong interpersonal and communication skills.</p> <p>The apprentice will have good team working skills, and be able to work as part of a laboratory team. They will be cooperative and flexible and be able to maintain professional relationships with colleagues and external customers.</p> <p>The apprentice must have a real interest in science/engineering and be willing to learn new skills. They will have strong analytical skills and be willing to undertake scientific research and analyse results.</p> <p>The apprentice will need good time management skills and be keen to deliver work in a timely and accurate manner. All aspects of their work will need to be delivered to the highest quality without exception and so the ability to plan and organise their daily tasks will be essential.</p>			

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	
Minimum of 5 GCSEs, grade A-C (or predicted grades). These must include English, Maths, and a Science subject.	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
An aptitude or passion for science or engineering	D	2
Special Requirements:	Essential/Desirable	Level 1-3
As part of a formal apprenticeship scheme, the post holder is required to undertake all requirements in association with the National Apprenticeship scheme.	E	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	1	
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.

Faculty Technical Support Manager

Laboratory Technicians

Apprentice Technicians

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. Assist the technical staff in the day-to-day running of laboratories within the Faculty.
2. Monitor and maintain a safe working environment in accordance with Health and Safety procedures such as electrical safety testing, COSHH and disposal of waste solvents.
3. Successful completion of a BTEC in Applied Science.
4. Successful completion of the National Vocational Qualification in Laboratory Associated techniques.
5. Becoming a Science Technology Engineering and Mathematics (STEM) Ambassador, this involves being an outreach ambassador for the University.
6. Maintenance and calibration of laboratory equipment to required performance standards as directed by the Senior Teaching Technician.

N.B. The above list is not exhaustive.

