

Post Details		Last Updated: 3/6/26	
Faculty/Administrative/Service Department	Faculty of Engineering & Physical Sciences		
Job Title	Apprentice Chemistry Technician		
Job Family	Technical & Experimental	Job Level	1B
Responsible to	Day-to-day responsibility to the supervising technician, with overall responsibility to the Faculty Technical Support Manager		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u> Supporting our academic and technical staff with a range of laboratory duties, general administrative tasks and scientific research. To undertake a work-based training programme, and work towards a BSc in Chemical Sciences and a National Vocational Qualification in Laboratory Associated Techniques. Apprentices will be given the opportunity to rotate around the different research groups within Chemistry.			
<u>Key Responsibilities</u> 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)			
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 BSc in Chemical Sciences. 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 supervising Technician. N.B. The above list is not exhaustive.			
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. • Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. • Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. • Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. • Undertake such other duties within the scope of the post as may be requested by your Manager. • Work supportively with colleagues, operating in a collegiate manner at all times. 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.			
<u>Elements of the Role</u> This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.			
<u>Planning and Organising</u> • 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. • 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.			
<u>Problem Solving and Decision Making</u> • 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.			
<u>Continuous Improvement</u>			

- The post holder is expected to recognise where improvements to best practice could be made, implementing them under the supervision of his/her line manager.

Accountability

- The post holder is responsible for the safety and security of the laboratory space and equipment.

Dimensions of the role

- 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.

Supplementary Information

- 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.
- 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.

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

Minimum of 5 GCSEs, grade A-C (or predicted grades). These must include English, Maths, and a Science subject.

E

A level Chemistry grade C or above.

D

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 Matching Guidance).

**Essential/
Desirable**

**Level
1-3**

An aptitude or passion for science.

E

3

Special Requirements:

**Essential/
Desirable**

As part of a formal apprenticeship scheme, the post holder is required to undertake all requirements in association with the National Apprenticeship framework.

E

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

Continuous Improvement

1

Problem Solving and Decision Making Skills

1

Managing and Developing Performance

n/a

Creative and Analytical Thinking

n/a

Influencing, Persuasion and Negotiation Skills

n/a

Strategic Thinking & Leadership

n/a

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.

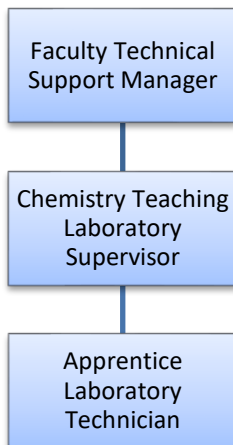
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

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.

Department Structure Chart



Relationships

Internal

- The post holder will be supervised on a daily basis by a senior technician.
- The post holder will communicate with technical and research staff, and students regarding the availability of glassware and other consumables.

External

- The post holder will attend Outreach events where they will interact with the general public.