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| Last updated: | Feb25 |

**JOB DESCRIPTION**

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| Post title: | **Apprentice Laboratory Technician** | | |
| Standard Occupation Code: (UKVI SOC CODE) | N/A | | |
| School/Department: | School of Engineering Sciences | | |
| Faculty: | Faculty of Engineering and Physical Science | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 2b |
| Posts responsible to: | Analytical Technician (L4) / Laboratory Technician (L4) / Technical Manager (L5) | | |
| Posts responsible for: | N/A | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To complete the required academic and practical training requirements of the L3 Laboratory Technician apprenticeship, as provided for by the University’s nominated training provider and be able to complete the job role of a Laboratory Technician:  Providing effective and efficient technical support to the School’s environmental research laboratories and facilities at Future Towns Innovation Hub |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To assist team members in the day-to-day technical operation of the research laboratories and specialist facilities. This can involve:   * Sharing responsibility for laboratory infrastructure (e.g., LEV, autoclaves, RO water, water softeners, glasswashers etc), equipment (e.g., Gas chromatographs, centrifuge, incubators) and anaerobic digestion facilities. Carrying out maintenance of communal laboratory equipment and arranging repairs/service. * Assisting with stocking of equipment and goods. * Participating in the team housekeeping rota including things such as waste disposal, glass washing and laundry. * Maintaining a safe working environment in accordance with health and safety procedures. | 65 % |
|  | To assist other team members to plan, organise and carry out a range of services offered by the technical team ensuring the requirements of the customer are met. | 10 % |
|  | To assist in making accurate and effective use of computerised and manual record keeping systems in order to compile information including maintenance and service schedules and to create & update Standard Operating Procedures and risk assessments for allocated laboratory equipment | 5 % |
|  | To assist in providing guidance and coaching to junior colleagues, staff and students in relation to technical services and allocated laboratory equipment. | 5 % |
|  | To assist in resolving a range of standard work issues, knowing when to refer more complex cases to supervisor/manager. | 5 % |
|  | To attend relevant meetings when requested by manager in support of standard work activities. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Other members of the department  Liaise with commercial companies for pricing and sourcing of goods  Liaise with external contractors for maintenance and service of equipment |

| Special Requirements |
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| To be flexible and efficient.  To acquire full knowledge and to comply rigorously with Health & Safety statutory regulations  To be willing to take part in University provided Health & Safety and soft skills training |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Grade4/C or above in Maths, English and Science GCSE  Ability to make effective use of standard computer systems |  | CV, Interview  References |
| Planning and organising | Able to effectively organise allocated work activities  Self-motivated |  | CV, Interview  References |
| Problem solving and initiative | Abe to use own judgement as to when to seek advice from a more senior colleague |  | CV, Interview  References |
| Management and teamwork | Able to actively participate in a team  To maintain a positive outlook |  | CV, Interview  References |
| Communicating and influencing | Able to seek and clarify detail.  Experience of providing clear, accurate and concise written documentation |  | CV, Interview  References |
| Other skills and behaviours | Flexibility, to adapt well to change |  | CV, Interview  References |
| Special requirements | Willingness to undertake Health and Safety training specific to role.  Willingness to undertake soft skills training  To be physically fit and able to manoeuvre heavy/awkward loads  Ability to attend off-site learning / training by own methods |  | CV, Interview  References |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | x |  |  |
| Extremes of temperature (eg: fridge/ furnace) | x |  |  |
| ## Potential for exposure to body fluids | x |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | x |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: chemical and Biological (CL1 & 2) | x |  |  |
| Frequent hand washing | x |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | x |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  | x |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) | x |  |  |
| Gross motor grips | x |  |  |
| Repetitive reaching below shoulder height |  | x |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |