

## Level 3 Mechanical Apprentice

## Level 3 Mechatronics Apprentice

## Level 3 Lab (Scientific) Technician Apprentice

Job Ref: REQ230097

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### **School/Department summary**

The Apprentices will rotate between most of our academic Schools including School of Architecture, Building & Civil Engineering, School of Sport, Exercise and Health Science, School of Science, Wolfson School of Mechanical, Electrical and Manufacturing Engineering, School of Design and Creative Arts, and Aeronautical, Automotive, Chemical and Materials Engineering at Loughborough University. The University is a top UK university with world leading research.

Loughborough University is offering an opportunity for Apprenticeships in a Technician role across the university covering scientific technical lab roles. Mechanical and Mechatronics. In addition to on-the-job training and development, you will attend Loughborough College to gain a recognised qualification.

This appointment is for a fixed term (42 Months for Mechanical and Mechatronics and 43 months for Lab Technical apprentices) for the duration of your apprenticeship. Whilst no guarantee can be made, it is hoped that a permanent position could be found for an appointee who successfully complete the Apprenticeship.

### **Job Description**

#### **Job Grade:**

Apprentice Technician at Grade 3

(full details here: <http://www.lboro.ac.uk/services/hr/recruitment-probation/apprenticeship/>)

#### **Job Purpose**

To complete a programme of training within the placement across the University

To support the learning environment for Loughborough University students in the School laboratories and workshops. You will work as part of a team and will be supervised to ensure you are working safely at all times.

#### **Job Duties**

The working hours are Monday – Friday, 37 hours a week inclusive of time spent at college. As part of your Apprenticeship at Loughborough College you may be required to spend block weeks at a time when required. The duties will vary according to the School requirements and annual schedules but will include:

**Technical**

- Training in the use of technical IT skills
- Learn how to safely use conventional mechanical or mechatronics workshop machinery OR laboratory equipment.
- Learn how to safely use a wide selection of hand tools OR laboratory skills and techniques.
- Learn about 3D printing processes if needed
- To support technicians supporting student projects and undergraduate teaching

**Health and Safety**

- Keep up to date with current Health and Safety regulations by attending courses, reading relevant literature etc.
- Carry out risk assessments for Technician activities.
- Carry out safety checks on equipment before and after use.
- Treat and dispose of spills and breakages safely.
- Store and check expiry of hazardous substances
- Disassemble and/or dispose of redundant or unsafe equipment.
- Carry out Health and Safety checks in laboratories, prep rooms and stores.

**Training, Development & General**

- Assist in the preparation of laboratory demonstrations and trial activities.
- Assist in the smooth running of the laboratory / workshop – e.g. stock management, equipment checks, maintenance and repair
- To attend all mandatory courses at Loughborough University College and achieve a minimum satisfactory standard in all modules.
- To conduct yourself at all times in a way which reflects well on Loughborough University as your employer; this also applies whilst attending College courses.
- To attend and participate in development activities delivered by the University as required.
- To be aware of and comply with policies and procedures relating to employee conduct, health and safety, environment, security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- To contribute to the vision and aims of the School and the University
- To undertake any other activities requested your supervisor commensurate with your duties.

**Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

**Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

**Organisational Responsibility**

Reports to the Strategic Scientific Technical Lead

Supervised by: Technical Supervisors from placement School

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Can demonstrate an interest in becoming a technician or a technical profession	1
	Can demonstrate an interest in Mechanical/Mechatronics/Scientific areas such as Chemistry, Biology through hobbies or part time work while studying.	1,3
Skills and abilities	Ability to take instruction and work as part of a team.	1,3
	Good practical IT skills including Microsoft Office (Word, Excel, e-mail).	1, 2, 3
	Good written and verbal English skills.	1,2 3
	Good level of numeracy including ability to handle data.	1,2 3
	Can demonstrate a professional and self-motivated approach to learning in the workplace	3
Training	Able to adopt new procedures as and when required	3
Qualifications	5 GCSEs at Grades 4-9 (A* - C) including Maths, English Language, and a Science subject (or equivalent)	1

### Desirable Criteria

Area	Criteria	Stage
Qualifications	Holds current relevant technical or safety training qualifications	1
	Holds first aid certificate	1
Experience	Experience in the use of machine tools, electrical tools or basic scientific laboratory equipment	1,3