

Organisational Development

Apprentice in Engineering

Job Ref: REQ260486

School/Department summary:

Loughborough University is a signatory of the national Technician Commitment Scheme which pledges to ensure the visibility, recognition, career development and sustainability of their technical staff. The successful candidate will therefore be joining a thriving and visible community of staff with opportunities for collaboration and networking, and a clearly defined career pathway against which they can map and plan their own professional development and career progression.

Job Description

Job Family and Grade: Apprentice Technician at Grade 3

Job Purpose

The postholder will work as part of a team to provide technical support, with a focus on ensuring that the School's technical teaching and research environments, equipment and materials are maintained to a high standard. This position provides an invaluable contribution to the learning, teaching and research aims of the School. Tasks will be straightforward within well-established routines and procedures and the postholder will receive close guidance and instruction but will be required to plan and organise their work independently. There will be opportunities for professional development to support the postholder in securing an open-ended technical position beyond the end of their apprenticeship.

To complete a programme of training across a variety of Engineering Schools

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

The working hours are Monday – Friday, 37 hours a week. For 1 day a week, you will attend mandatory courses as part of your Apprenticeship at Loughborough College

Job Duties

- Provide technical support for teaching and/or research, including preparing facilities for practical sessions.
- Ensure timely turnaround of technical facilities between sessions, including cleaning and resetting.
- Observe Health and Safety regulations and escalate any issues. Willingness to take on University health and safety roles, such as first aider and fire marshal.
- Help prepare for and assist with Open Days, student visit days and outreach activities. Flexibility regarding working hours/days may be requested at times.
- Maintain good working relationships and communicate effectively with technical staff, academics, students, and visitors. Attend and contribute to team meetings within the School and attend University technician networking events.

- Provide cover for any absence of other technical staff, at an appropriate level for the grade, when necessary.
- Enrol, attend and complete college course as part of the apprenticeship terms. Complete other role-specific training, such as manual handling training. This may require externally provided training.
- Undertake other general tasks and duties, commensurate with the level of the position, as directed by the Line Manager.

The duties will vary according the School requirements and annual schedules but will include:

Health and Safety

- Keep up to date with Health and Safety requirements in your department

Training, Development & General

- To attend all mandatory courses Loughborough College and achieve a minimum satisfactory standard in all modules
To attend and participate in development activities delivered by the University as required
- To contribute to the ethos, work 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 outlined in the document.

Organisational Responsibility

Reports to the: Technical Apprenticeship Lead

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Demonstrable interest in entering a technical profession.	1,3
Skills and abilities	Ability to work with professionalism in accordance with University values.	1,3
	Ability to work both independently, with minimal supervision, and to use good communication and interpersonal skills to work effectively as part of multiple teams.	1,2,3

	Ability to follow instruction, work efficiently and accurately to deliver tasks within agreed timescales.	1,3
	Ability to apply your own initiative and be self-motivated.	1,2,3
	Ability to be flexible and adapt to a changing work environment.	1,3
	Ability to learn new skills, techniques, processes and procedures.	1,3
	Ability to maintain effective documentation, such as instructional materials.	1,3
	Ability to use common Microsoft 365 software, and internet search engines to a good standard.	1,3
	Willingness to learn Health & Safety legislation, policy and procedures in a laboratory or other physical environment and ability to apply these in practice.	1,3
	Ability to apply relevant processes and techniques.	1,3
	Ability to operate, test and maintain equipment.	1,3
	Ability to work with, process and test samples.	1,3
	Ability to comply with relevant standards and regulations.	1,3
Training	Commitment to ongoing professional development, including mandatory and role-specific training, as determined by your line manager.	1,3
Qualifications	5 GCSEs at Grades 4-9 (A*-C) including Maths, English Language and a Science subject (or equivalent). While the qualifications listed above, or equivalent, qualification is preferred, we recognise the value of practical and 'real-world' knowledge and expertise, therefore candidates with applicable work experience will be considered based on their demonstrated knowledge, skills and behaviours.	1
Other	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1,3
	Willingness to provide support for events, such as University open and visit days (occasional out of hours working may be requested).	1,3
	Willingness to travel for work purposes, such as visiting suppliers, training and professional development.	1,3

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds

every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic and Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a [Bronze Athena SWAN award](#) which recognises the importance of support for women at all stages of their career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.