



<b>Job title</b>	Apprentice Technician – Mechanical	<b>Job family and level</b>	Apprentice grade level 4
<b>School/ Department</b>	Faculty of Engineering	<b>Location</b>	University Park & Jubilee Campuses

## Purpose of role

Work within the Faculty of Engineering undertaking training and working in a range of Mechanical – Engineering related disciplines. Undertake training at college, achieving a level 4 qualification alongside on the job training. With guidance from other technical staff, undertake work in these fields alongside other technical staff, students and research staff.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<ul style="list-style-type: none"> <li>Observing, learning, and understanding a wide range of engineering processes and skills, while under the instruction of skilled engineering technicians.</li> <li>Development of technical communication skills to enable the transfer of knowledge to colleagues/academic staff and students and production/functionality.</li> </ul>	35%
2	<ul style="list-style-type: none"> <li>Demonstrating / applying learned skills and processes as the training period progresses.</li> </ul>	25%
3	<ul style="list-style-type: none"> <li>Engage in and complete relevant courses throughout the training period, to achieve qualifications at level 2 in Performing Engineering Operations and level 4 (HNC) in mechanical engineering.</li> </ul>	20%
4	<ul style="list-style-type: none"> <li>Learn, understand and demonstrate the importance of the University's Health &amp; Safety policy and how this applies to all.</li> </ul>	5%
5	<ul style="list-style-type: none"> <li>Creating and maintaining a training record over the duration of the apprenticeship period to record skills learned and projects worked on.</li> <li>Engage and take on board advice/direction around improving skills during review meetings.</li> </ul>	5%
6	<ul style="list-style-type: none"> <li>Maintenance and general housekeeping of workshop and laboratory areas.</li> </ul>	5%
7	Any other relevant duties associated with the role.	5%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Practical ability gained from school, college or home projects such creations from raw materials, or repairs.</li> <li>• Enthusiasm and commitment to learning new skills.</li> <li>• Ability to adopt a methodical approach to tasks to achieve deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Good IT skills.</li> <li>• Practical skills, e.g. car-motorcycle-bicycle maintenance, home DIY or any hobbies related to mechanical engineering.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and interested in knowing how and why things work.</li> <li>• Experience of learning new skills and techniques.</li> <li>• Some knowledge and understanding of Health &amp; Safety regulations and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Some knowledge of mechanical engineering workshop processes such as milling, shaping (lathes) and grinding.</li> <li>• Practical related home hobbies.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>• A/AS Levels in relevant subjects for the role.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Five GCSEs grades 4 &amp; above (C &amp; above), to include Mathematics, English and a Science.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Relevant work experience or training in Engineering at level 3.</li> </ul>	<ul style="list-style-type: none"> <li>• IT Qualifications</li> </ul>
<b>Statutory, legal or special requirements</b>	<p>Must satisfy the requirements for the Governments advanced apprentice scheme: <a href="https://www.gov.uk/become-apprentice">https://www.gov.uk/become-apprentice</a></p> <p>Awareness of Health and Safety procedures.</p>	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

## Key relationships with others



