



<b>Job title</b>	Apprentice Technician – Carpentry & Joinery	<b>Job family and level</b>	Apprentice grade level 3
<b>School/ Department</b>	Faculty of Engineering	<b>Location</b>	University Park campus

## Purpose of role

To train as a carpentry and joinery Apprentice Technician within the Faculty of Engineering, providing technical support to researchers, students and academic staff within the University.

Based within the centre for 3D Design, you will gain a broad understanding of the various joinery subjects, including both hand tool-based skills through to complex machinery techniques including CAD/CAM. Training and supervision will be provided in-house by a team of highly skilled and experienced technicians and will include the completion of a relevant vocational level 3 qualification provided externally by a local further education provider.

	<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 carpentry and joinery processes, 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.</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>Undertake and complete suitable college courses throughout the training period, with a view to obtaining a level 3 qualification.</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>Create and maintain 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 as creations from raw materials, model making or renovations.</li> <li>• Enthusiasm and commitment to learning new skills.</li> <li>• Ability to adopt a methodical approach to tasks to achieve deadlines.</li> <li>• Good IT skills.</li> <li>• Attention to details.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical skills, e.g. home DIY projects, hobbies or interests related to carpentry and joinery.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <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 carpentry and joinery processes and woodworking construction techniques.</li> <li>• Practical related home hobbies.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>• Four GCSEs including English &amp; Maths – grades 3 &amp; above (old equivalent grades D &amp; above)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Level 1 or Level 2 qualification in carpentry and joinery or relevant experience</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• IT qualifications</li> </ul>
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>• Must satisfy the requirements for the Governments apprentice scheme: <a href="https://www.gov.uk/become-apprentice">https://www.gov.uk/become-apprentice</a></li> <li>• Awareness of Health and Safety procedures.</li> </ul>	





## 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:

- |                           |   |
|---------------------------|---|
| <b>Valuing people</b>     | Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.                          |
| <b>Taking ownership</b>   | Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.   |
| <b>Forward thinking</b>   | 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.  |
| <b>Professional pride</b> | 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.                    |
| <b>Always inclusive</b>   | 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

