



Job title	Trainee Chemical Laboratory Technician	Job family and level	Apprentice grade level 3
School/ Department	Faculty of Engineering	Location	University Park & Jubilee Campuses

Purpose of role

Work within the Faculty of Engineering, undertaking training whilst working in a range of Chemical and Environmental Engineering laboratories. Undertake training at college, achieving a level 3 qualification alongside the job training. Carry out work in these fields alongside other technical staff, students and research staff, with guidance from senior technical staff.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<ul style="list-style-type: none">Observing, learning, and understanding a range of chemical laboratory equipment, analytical techniques and processes whilst under the instruction of technical specialist.Preparation and delivery of teaching and supporting research whilst under the instruction of technical specialist.	35%
2	<ul style="list-style-type: none">Demonstrating / applying learned skills and processes as the training period progresses.	25%
3	<ul style="list-style-type: none">Engage in and complete relevant courses throughout the training period, to achieve qualifications at Level 3 in Laboratory Technician	20%
4	<ul style="list-style-type: none">Learn, understand and demonstrate the importance of the University's Health & Safety policy and how this applies to all.	5%
5	<ul style="list-style-type: none">Creating and maintaining a training record over the duration of the apprenticeship period to record skills learned and projects worked on.Engage and take on board advice/direction around improving skills during review meetings.	5%
6	<ul style="list-style-type: none">Maintenance and general housekeeping of laboratory areas.	5%
7	<ul style="list-style-type: none">Any other relevant duties associated with the role.	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Technical: Practical laboratory skills gained from school and college. • Adaptability: Ability to learn new techniques • Time Management: Ability to adopt a methodical approach to tasks to achieve deadlines. • Attention to Detail: Ability to develop skills essential to perform tasks with precision and accuracy 	<ul style="list-style-type: none"> • Good computer skills.
Knowledge and experience	<ul style="list-style-type: none"> • Practical school level science/technology work within a laboratory environment. • Some knowledge and understanding of Health & Safety regulations and procedures. 	<ul style="list-style-type: none"> • Basic understanding of analytical methodology and chemical laboratory skills.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • Five GCSE's at Grade C/4 (or above) including Level 2 or GCSE C/4 or above in English, Maths and Science <p>OR</p> <ul style="list-style-type: none"> • Relevant work experience or training in chemical laboratory environment. 	<ul style="list-style-type: none"> • IT Qualifications
Statutory, legal or special requirements	<ul style="list-style-type: none"> • Must satisfy the requirements for the Governments advanced apprentice scheme: https://www.gov.uk/become-apprentice • Awareness of Health and Safety procedures. 	



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



