

# Placement Student – Technology & Innovation Job Description

## Role Purpose:

To support the analysis of emerging areas including advancements in materials, chemicals, biotechnology, electronics, and medical technologies in context of applications in fields such as healthcare, medicines, formulated products, environmental sustainability, circular economy, digitalisation, and climate change.

## Key Responsibilities:

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.
- To support CPI staff and engineers in desktop research and analysing of emerging process, product, and manufacturing technologies and their current and future application areas.
- To support the identification of market and industrial needs, drivers, dynamics, and trends
- To support engagement with stakeholders, in particular CPI Business Units, HVMC Centres, Industry, Academia and Government to understand needs.
- To support development of new project ideas to harness the opportunities offered by emerging technologies.
- To support development of technology roadmaps for future foresights and applications.
- To support the management of assigned activities including organisations meetings and workshops, capturing notes and minutes.

**Direct reports:** No direct reports

## Person specification

## Education / Qualifications:

Essential:	Desirable:
Studying towards a Degree in a Science, Technology, Engineering, or Business discipline.	

Competencies and behaviours	
Leadership (Core)	Decision Making (Core)
<ul style="list-style-type: none"> <li>• Respects and values the diversity of talents, skills and backgrounds that others bring to joint projects / work.</li> <li>• Has a positive influence on those in contact with.</li> <li>• Gains the respect and confidence of colleagues and supports them in achieving their goals and targets.</li> </ul>	<ul style="list-style-type: none"> <li>• Within area of expertise recognises, identifies and defines problems.</li> <li>• Generates and evaluates alternatives, draws conclusion and analyses risk.</li> <li>• Takes timely and correct action using established methods to ensure effective solutions are implemented.</li> </ul>

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<ul style="list-style-type: none"> <li>Aligns own behaviours and actions to CPI's values, vision and goals.</li> </ul>	
<b>Communication (Core)</b> <ul style="list-style-type: none"> <li>Communicates in a clear and concise manner, covering all relevant points in a timely manner.</li> <li>Uses the appropriate route and format to communicate.</li> <li>Confirms understanding of others communication.</li> <li>Asks questions to understand other people's viewpoints.</li> </ul>	<b>Developing self and others (Core)</b> <ul style="list-style-type: none"> <li>Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals.</li> <li>Sets personal development goals and deploys strengths to achieve them.</li> <li>Takes responsibility for one's own performance and actions, and invites and incorporates feedback from a variety of sources.</li> <li>Regularly reflects on own capabilities to identify development priorities.</li> </ul>
<b>Collaboration (Core)</b> <ul style="list-style-type: none"> <li>Establishes effective working relationships with other colleagues.</li> <li>Builds and maintains a network of internal and external contacts.</li> <li>Actively seeks, values and incorporates different views and ideas to broaden their perspective.</li> </ul>	<b>Delivery (Core)</b> <ul style="list-style-type: none"> <li>Plans, prioritises and leads own area of work to deliver specified and agreed outcomes (time and standard).</li> <li>Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks.</li> <li>Refers to lessons learnt from other projects/ tasks with related scope.</li> <li>Acts with minimal supervision or direction.</li> <li>Pays attention to detail and delivers accurate and high quality outputs.</li> </ul>

### Knowledge and Experience:

Essential:	Desirable:
<p>Working knowledge and broad experience of IT packages, particularly Outlook, Word, Excel and PowerPoint.</p> <p>Excellent team playing skills for establishing sustainable and professional relationships both internally and externally.</p>	