

## Degree Level Apprentice – Lab Technician Job Description

### Role Purpose:

To conduct and support scientific investigations and experiments, as well as collecting and testing samples, writing reports and working alongside other scientific staff, in line with the department strategy and industry needs, to contribute to the realisation of project objectives.

### Key Responsibilities:

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.
- To prepare for and perform laboratory tasks using the appropriate scientific techniques, procedures and methods of relevance to the activities of the laboratory.
- To assist in the streamlining of laboratory operations to enable fellow scientists to focus on the design and technical delivery of projects.
- To plan and prioritise tasks, review and evaluate progress against objectives and investigate alternative scenarios.
- To identify and understand the requirements of internal and external customers and use creative thinking and problem solving to challenge assumptions, innovate, make new proposals and build on existing ideas.
- To work autonomously to analyse, interpret and evaluate scientific data and present the results of laboratory work and problem solving clearly and concisely in written and oral form.
- To contribute to the development of specific technical projects and have a working knowledge of project management procedures; set up, planning and the execution of scientific experiments and report results within agreed timescales with the support of colleagues.
- To assist with the maintenance and calibration of equipment to ensure it operates in a safe and efficient manner and is available to meet customer needs.
- To promote and ensure the application of quality standards relevant to the workplace and comply with the internal and external regulatory environment such as procurement, maintaining records, traceability & confidentiality.
- To share professional knowledge with colleagues and be responsible for own continuous professional development.
- To contribute to a culture of continuous performance improvement within the scientific and technical environment in alignment with company strategy and project deliverables.
- Supporting the operation of labs and equipment at CPI Biotechnology, working in collaboration with operations

**Direct reports:** No direct reports

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### Person specification

#### Education / Qualifications:

Essential:	Desirable:
<p>To be eligible for our degree level apprenticeship programme you will need:</p> <ul style="list-style-type: none"> <li>A minimum of 5 GCSEs grade A*-C (9-4), including English Language, Mathematics and a Scientific Subject.</li> </ul> <p>Must hold or be predicted to achieve 3 A-levels (or equivalent e.g. BTEC National Certificate), one of which must be in a scientific subject.</p>	

Behavioural Competencies	
<p style="text-align: center;"><b>Leadership (Core)</b></p> <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>	<p style="text-align: center;"><b>Decision Making (Core)</b></p> <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>
<p style="text-align: center;"><b>Communication (Core)</b></p> <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>	<p style="text-align: center;"><b>Developing self and others (Core)</b></p> <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>
<p style="text-align: center;"><b>Collaboration (Core)</b></p> <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> </ul>	<p style="text-align: center;"><b>Delivery (Core)</b></p> <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> </ul>

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| <ul style="list-style-type: none"> <li>Actively seeks, values and incorporates different views and ideas to broaden their prospective.</li> </ul> | <ul style="list-style-type: none"> <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> |
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### Knowledge and Experience:

Essential:	Desirable:
<p>Working knowledge and broad experience of IT packages, particularly;</p> <ul style="list-style-type: none"> <li>Outlook</li> <li>Word</li> <li>Excel</li> <li>PowerPoint.</li> </ul>	<ul style="list-style-type: none"> <li>Practical experience working within a laboratory environment.</li> </ul>