

## Placement Student Job Description

### Role Purpose:

Prepare, test and report elements in projects, in line with business unit strategy and industry needs, in order to contribute to the technical delivery of projects. Responsible for supporting the smooth running of laboratories and actively supporting the Safety, Health, Environment and Quality (SHEQ) objectives.

### Key Responsibilities:

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.
- To be responsible for discussing project needs; set up, plan and execute scientific experiments and report results to agreed timescales.
- To be responsible for agreeing weekly work plans with line manager and project manager(s) and delivering plan to agreed schedule.
- To be responsible for providing clearly documented records of technical data, decisions, methodologies, calculations and software use in an agreed format.
- Contribute to the delivery of projects through the delivery of scientific/engineering knowledge.
- To be responsible for applying equipment and characterisation techniques to demonstrate material properties.
- Responsible for general laboratory housekeeping.
- Responsible for liaising with the warehouse for collection of deliveries.
- Responsible for the purchasing of chemicals, equipment and other items as and when required.
- To share professional knowledge with colleagues and be responsible for own continuous professional development.
- Contribute to a culture of continuous capability development within teams in alignment with company strategy and project deliverables.

**Direct reports:** No direct reports

### Person specification

### Education / Qualifications:

Essential:	Desirable:
Currently undertaking education at Degree level (or equivalent) in a Chemical Engineering or related subject	Currently undertaking education at Masters Degree level (or equivalent) in a Chemical Engineering or related subject

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> </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>• Gains the respect and confidence of colleagues and supports them in achieving their goals and targets.</li> <li>• Aligns own behaviours and actions to CPI's values, vision and goals.</li> </ul>	
<b>Communication (Core)</b>	<b>Developing self and others (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>	<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>	<b>Delivery (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>	<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>Will have demonstrated, laboratory experience in Chemical Engineering or a related field.</p>	<p>Experience in operating Formulation equipment and/or instrumentation.</p>