

Job Description

Job Title	Apprentice Laboratory Technician	Area	R&D
Location	Manchester	Version	01
Salary	£12k per annum	Hours	40 hours per week

To apply for this position please email your CV to Sazid Gija at sazid.gija@carbogen-amcis.com

1. Organizational Structure

The position is classified according to a valid organisation chart.

Superior Position

Laboratory Technician

Subordinate Position

none

Relation to other positions

Quality Control

Safety and Environment (ESH)

Job Description

2. Scope of the Position

To assist process Research and Development activities undertaken by Project Chemists and other departmental team members. To work under supervision in a professional and safe manner to assist in producing results to the required quality as directed. To ensure upkeep of laboratory infrastructure to maintain a safe and clean working environment, maintain good records. The position also requires attendance to a relevant course delivered by a certified provider; the position holder must ensure all work is conducted in a timely manner and to the best of their ability. Whilst off-site attending their course to maintain the company's high standards of professional behaviour.

3. Tasks and Responsibilities

3.1 Main duties / Responsibilities and Appropriate Skills

- To work under the supervision of a Project Chemist assisting in the completion of projects.
- To work under supervision in a laboratory environment to establish familiarity with concepts and procedures.
- To ensure all documentation as instructed is complete and written in a professional manner.
- To maintain high levels of personal safety, where uncertain request guidance prior to commencement.
- To position does not allow the individual commencement of work activities without prior instruction or guidance, until such time that the job holder's direct line manager gives such permission.
- Maintain accurate records of all work carried out.
- Manage external course work requirements.
- To present reports, both written and verbal, when required, to line manager or other department members.
- To ensure compliance to Standard Operating Procedures active in the department at the time.
- To expand understanding of current practices and relevant scientific progress pertinent to the practice of chemistry.
- To work in a clean, safe and tidy manner adhering to company policy on 5S.

Job Description

- To assist in maintaining an organised laboratory.
- To influence safe working practices.

3.2 Specific Responsibilities

- The job holder will be allocated time and resources to ensure that allocated work requirements are completed to the required time, quality.
- The job holder should ensure that their line manager is aware of their daily activities.
- The job holder must immediately communicate any problems or concerns.
- The job holder should be aware of all safety requirements for the working area and abide by all safety rules and regulations.
- The job holder should allocate time for reading in order to keep up with current practice in the chemical industry.
- The job holder must be aware of all current Standard Operating Procedures in force within his work area, and of other work areas in which he may work from time to time.
- The job holder in combination with their line manager will maintain responsibility for his/her own safety and the safety of others around.
- To raise concern if any unsafe working is encountered, stop any unsafe operations and report the action taken to their line manager or senior member.
- Work with QC/QA personnel to ensure effective communication of work and related information.
- Ensure completion of work required under any apprentice/degree scheme to which they are enrolled.
- Ensure attendance to any apprentice/degree scheme to which they are enrolled.

3.3 Personnel

Responsible for

- The position holds no additional responsibility.

Job Description

4. Requirements for Jobholder

4.1 Education

Qualified to A-Level standard in suitable subjects or a minimum of 200 UCAS points for enrolment on to a Degree Apprenticeship programme.

4.2 Work Experience

No work experience is required.

4.3 Personal Skills

Good communication skills and flexibility, able to get on with others and be a team-player.

4.4 Personal Situation

Able to commute reliably to laboratory base and Educational establishment. Able to work extended hours on occasions when required.

4.5 Computer skills

Must be proficient in use of MS Office, particularly Word and Excel.

4.6 Literacy and Numeracy

Must be literate and numerate in the English Language.

Job Description

5. Higher Education

5.1 Job Requirements Achievement

To ensure attendance to their Apprenticeship course and successfully complete this study.

The necessary training to meet the requirements of this position will be documented in the training record of the jobholder.

To ensure attendance to their Apprenticeship course and successfully complete this study.

5.2 Maintaining Training Level

Safety and Quality-relevant training, as part of the on-going education and training, are defined in the training record of the jobholder and documented.

6. Notes

Not to limit the freedom to operate of the jobholder, the job description describes only the essential tasks of the head of production. The main objective of the document is the fulfilment of the basic function. This job description is not part of the employment contract between the company and the job holder.