

Apprentice Laboratory 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:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To be responsible for general laboratory housekeeping and liaising with the warehouse for collection and distribution of deliveries.
- To prepare for and perform laboratory tasks using the appropriate scientific techniques, procedures, and methods of relevance to the activities of the laboratory.
- To help streamline 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.

Direct reports: No direct reports

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Person specification

Education / Qualifications:

| Essential: | Desirable: |
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| Educated to at least GCSE level with a minimum of 5 GCSE's grade 9 - 4 or equivalent including English, Mathematics and Science. | |

| Behavioural Competencies | |
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| Leadership (Core) | Decision Making (Core) |
| <ul style="list-style-type: none"> Respects and values our diverse people and the differing talents, skills and backgrounds that they bring to projects and day-to-day work. Has a positive influence on those they are in contact with. Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. Aligns their behaviours and actions to our PRIDE values, vision and goals. | <ul style="list-style-type: none"> Within area of expertise recognises, identifies and defines problems. Generates and evaluates alternatives, draws conclusion and analyses risk. Takes timely and correct action using established methods to ensure effective solutions are implemented by working as a team and with and focused outcomes to be delivered. |
| Communication (Core) | Developing self and others (Core) |
| <ul style="list-style-type: none"> Communicates in a clear and concise manner, covering all relevant points in a timely manner. Uses the appropriate route and format to communicate. Confirms understanding of others communication. Asks questions to understand other people's viewpoints, keeping an open mind and embracing new ideas. | <ul style="list-style-type: none"> Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. Sets personal development goals and deploys strengths to achieve them. Takes responsibility for one's own performance and actions, and invites and incorporates feedback from a variety of sources. Regularly reflects on own capabilities to identify development priorities. |
| Collaboration (Core) | Delivery (Core) |
| <ul style="list-style-type: none"> Establishes effective working relationships with other colleagues. | <ul style="list-style-type: none"> Plans, prioritises and leads own area of work to deliver specified and agreed outcomes (time and standard). |

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| <ul style="list-style-type: none"> Builds and maintains a network of internal and external contacts. Actively seeks, values and incorporates different views and ideas to broaden their prospective, embracing differing perspectives and unconventional ideas. | <ul style="list-style-type: none"> Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks. Refers to lessons learnt from other projects/ tasks with related scope. Acts with minimal supervision or direction by being purposely empowered to make decisions when needed. <p>Pays attention to detail and delivers accurate and high quality outputs.</p> |
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Knowledge and Experience:

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