### Apprenticeships at the University of Oxford

Becoming an apprentice at the University of Oxford is an excellent opportunity to gain practical experience and training. You will work alongside experienced colleagues, whilst learning on the job and appropriate objectives will be set during the course of the Apprenticeship. At the same time, you will study for formal qualifications in your field.

All new apprentices are initially appointed on Apprentice Grade 1 and progress in accordance with the University’s Apprenticeship guidelines.

For more information please visit: www.apprenticeships.ox.ac.uk/

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<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th>Apprentice Laboratory Technician</th>
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<tr>
<td><strong>Division</strong></td>
<td>Medical Sciences Division</td>
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<tr>
<td><strong>Department</strong></td>
<td>Nuffield Department of Medicine</td>
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<tr>
<td><strong>Location</strong></td>
<td>Jenner Institute, Old Road Campus Research Building, Headington &amp; NDMRB, Old Road Campus Research Building, Headington</td>
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<tr>
<td><strong>Grade and salary</strong></td>
<td>Grade 1: £17,079 per annum</td>
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<tr>
<td><strong>Hours</strong></td>
<td>Full time (36.5 hours per week)</td>
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<tr>
<td><strong>Contract type</strong></td>
<td>Fixed-term Apprenticeship for 2 years</td>
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<td><strong>Reporting to</strong></td>
<td>Laboratory Manager</td>
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<tr>
<td><strong>Vacancy reference</strong></td>
<td>137600</td>
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<td><strong>Additional information</strong></td>
<td>This role will not attract sufficient points to obtain a sponsored Tier 2 visa under the points-based immigration system. However, applications are welcome from candidates who don’t currently have the right to work in the UK, but who would be eligible to obtain a visa via another route. <strong>No relocation expenses apply to this post.</strong></td>
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The role

Your work will range from general laboratory housekeeping, to understanding the management of scientific equipment, Health & Safety within the work place, purchasing equipment/supplies and participating in research experiments learning the most up to date techniques within clinical medicine.

You will work as an Apprentice Laboratory Technician. You will be required to complete a two year training programme that will cover all aspects of the role and will be delivered through in-house training, as well as day-release or other distance learning methods delivered by CSR Group.

You will complete a Level 3 Advanced Laboratory and Science Technicians Apprenticeship and you will gain a Level 3 NVQ Diploma in Laboratory and Associated Technical Activities and a Level 3 Diploma in Applied Science qualification

In addition to this you will have access to a number of relevant in house training courses run by the University training provider Oxford Learning Institute, Health & Safety Office and Oxford University Computing Services for IT skills.

College attendance and successful completion of these studies is an essential requirement of this Apprenticeship.

Responsibilities

- All tasks will be at a level appropriate to the apprentice’s developing skills. Under the guidance of the laboratory managers within each unit, the successful candidate would be expected to support all aspects of the laboratories including:
  - Learning general laboratory housekeeping, following relevant Health and Safety procedures to ensure a safe working environment is maintained.
  - Learn to manage disposal of waste from laboratories.
  - With support, carry out routine maintenance and cleaning of scientific equipment
  - Develop skills and knowledge to maintain stocks of chemicals, laboratory reagents, and consumables, purchasing goods and services when necessary
  - Assist the Laboratory Managers in maintaining electronic and other records for general laboratory administration.
  - Help keep all lab areas clean and tidy
  - Learn Mycoplasma Testing of cell lines
  - Assist with preparation of compounds and solutions for scientific use.
  - Under supervision, communicate with the units Goods In team and assisting the other members of the Laboratory Management team in organising and distributing of incoming goods to their respective users
  - Learn the operation and validation of scientific equipment
  - Learn basic IT support, information security and data management
  - Management of sample and data storage for Clinical and Scientific samples
  - Assisting in other building support services, Goods In, Reception and Glass wash and Autoclave services where required.
Hazard-specific / Safety-critical duties

This job includes the following hazard-specific or safety-critical duties which will require successful pre-employment health screening through our Occupational Health Department before the successful candidate will be allowed to start work:

- Regular manual handling
- Working with infectious pathogens (hazard group 2/3)
- Working with blood, human products and human tissues

Selection criteria

Essential selection criteria

- Educated to GCSE grade 4 or above, a minimum of 4 including English and Maths or equivalent
- Ability to communicate clearly and accurately in English when drafting information for documents, handbooks or websites
- Demonstrate excellent organisational skills
- Ability to communicate messages clearly and accurately on the telephone and in person
- Able to demonstrate an aptitude for the skills taught in the Apprenticeship (for example through work experience, qualifications or references)
- Experience of Microsoft Office applications, including Word and Excel

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2015/16 exceeded £537.4m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information please visit www.ox.ac.uk/about/organisation
Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching.

We are the largest academic division in the University of Oxford World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Clinical Medicine (NDM)

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

...fostering your career in science

For more information please visit: www.ndm.ox.ac.uk/home

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

For more information please visit: https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/

The Jenner Institute

The Jenner Institute was founded in November 2005 to develop innovative vaccines against major global diseases. Uniquely it focuses both on diseases of humans and livestock and tests new vaccine approaches in parallel in different species. A major theme is translational research involving the rapid early-stage development and assessment of new vaccines in clinical trials.

For more information please visit: department website http://www.jenner.ac.uk/
How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at: www.ox.ac.uk/about/jobs/supportandtechnical/.

If you consider that you meet the selection criteria and wish to apply, please note that the initial application process for this post is managed by the Training Provider, CSR.

Use the link on the ‘Job Details’ page to access the National Apprenticeship Service Site, then follow the on-screen instructions on how to apply.

Interviews and the final selection will be managed by the Jenner Institute and will take place at the Old Road Campus Research Building in Headington, Oxford

Closing date for applications: 5th November 2018

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

All applications must be received by midday on the date stated in the online advertisement

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.
Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelejra8+/. For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelejra8+/

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Information Security

Information is critical to The University of Oxford operations and failure to protect information increases the risk of financial and reputational losses. NDM is committed to protecting information, in all its forms, from loss of confidentiality, integrity and availability. Users are required to complete information security awareness training and are responsible for making informed decisions to protect the information that they process. Wilful failure to comply with the policy and baseline will be treated extremely seriously by the University and may result in enforcement action on The Nuffield Department of Clinical Medicine and/or an individual. For full details please see University Information Security Policy and Implementation Guidance.
Benefits of working at the University

University Club and sports facilities
The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)
If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club
The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare
The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits
The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff
We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

Staff networks
The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits
Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits