

## Job description

Job title	Laboratory Technician Apprentice
Department	Biology
Division	Mathematical, Physical and Life Sciences Division (MPLS)
Location	Department of Biology, 11a Mansfield Road, Oxford, OX1 3SZ Department of Biology, South Parks Road, Oxford OX1 3RB
Grade and salary	Apprentice Grade 1a: £22,631 per year
Hours	Full time
Working pattern	Some weekend shifts are required during holiday seasons.
Contract type	Fixed-term Apprenticeship of 18 / 24 months (dependent on previous qualifications) from April 2024
Reporting to	Julie Bull, Laboratory Manager
Additional information	No relocation expenses apply to this post.

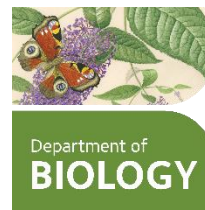
## Apprenticeships at the University of Oxford

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.

For more information, please see some of our current apprentice's case studies: <https://www.apprenticeships.ox.ac.uk/meet-our-apprentices>

For advice on how to make your application for this apprenticeship the best it can be, please go to: <https://www.apprenticeships.ox.ac.uk/how-apply>





## **The role** *(This section describes the training you will receive and a brief overview of the job)*

This is a fantastically exciting opportunity to train as a laboratory support technician working at the cutting edge of biological sciences. You will be working in a team with 2 other members of staff, supporting research carried out by five research labs. Your duties will include autoclaving, media preparation, sterilisation of lab equipment and the use of various machines.

You will work as an Apprentice Laboratory Support Technician. As part of your training, you will be required to complete either an 18 month level 3 Laboratory Technician Apprenticeship course, or a 24 month course leading to either a BTEC Level 3 Diploma in Applied Science or a Level 4 HNC depending on your previous academic attainment. This will be in the form of a day-release (1 day per week, typically adding up to 43 days per year) with the University's training provider, CSR Scientific Training.

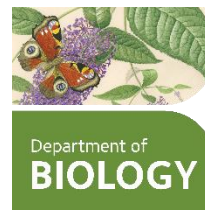
As part of your apprenticeship, you will be required to attend in-house training, as well as day-release or other distance learning methods delivered by CSR Scientific Training. There will be 2 weeks (1 in year 1 and 1 in year 2) where you will be required to travel to Sutton Coldfield for practical elements of the course. Travel and accommodation expenses will be covered by the department.

The apprentice will also need to complete a competence and behaviour log and prepare for the end point assessment, all of which the training provider and the Services Manager will support. Course attendance and successful completion of these studies are essential requirements of this Apprenticeship.

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.

## **Responsibilities** *(This section tries to give you a feel of what your day-to-day activities at work will be. This is just the basics, there will be more as your training progresses)*

- Take instructions from an experienced technician, in order to independently complete basic technical tasks
- Help the Laboratory Manager to facilitate the continuity and the smooth running of laboratories.
- Help maintain adequate stocks of everyday items. As well as stores collection there is a goods inwards element which requires goods being booked in and delivered.
- Operate the autoclave and glass washing machine.
- Prepare media and solutions involving the use of a balance, stirrer and dispenser. Full training will be provided
- Learn to liaise with company representatives when ordering equipment and supplies to try and obtain the most cost effective and reliable source.
- Safely operate basic equipment and seeking assistance from more experienced technicians when required
- Assemble, maintain, adjust and service equipment



- Ensure that the work environment and equipment is kept organised, clean, tidy and secure
- Complete records and paperwork in line with processes
- Under the guidance of colleagues, develop the expertise, confidence and skills to engage with academics, researchers, managers and administrators and eventually offer advice on solutions that are timely and cost effective
- Any additional tasks that fall within your competency as directed

#### Daily tasks:

- Collection and return of washing up and waste for disposal.
- Grading, sorting and washing up of laboratory glass and plastic-ware.
- Operation of autoclave for making-safe waste for disposal, sterilisation of glass, plastic-ware and media.
- Preparation and sterilisation of liquid media and distilled water stocks.
- Maintaining stocks and reporting shortages. This would include pouring agar plates to replenish stock.
- Maintaining general lab cleanliness.
- Full training to be provided as part of the apprenticeship.

#### Weekly tasks:

- Take glass disposal bins to the in house collection point.
- Wash out waste disposal bins.
- Keeping clean Laminar flow hoods and keeping records.
- Keeping centrifuges clean.
- Keeping water bath clean by replenishing the water.

#### Monthly tasks:

- Checking -70 freezers and scraping ice buildup.
- Checking -20 freezers and defrosting as and when needed.
- Checking and keeping cold room clean and tidy.
- Replenishing water and cleaning out autoclaves.

## **Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

Apprenticeship roles are not eligible for sponsorship under the visa route normally used for employed roles but there are other visa routes which candidates may be eligible to apply under. If you are eligible to apply under a different route the department is happy to discuss any queries, with support from the University's Staff Immigration Team. There is also government residency requirements for Apprenticeship funding on which the Training Provider will be able to offer advice.

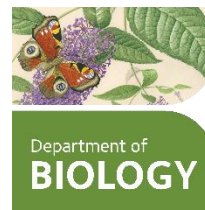
### **Hazard-specific / Safety-critical duties**

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire, which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Work in hot or cold environments
- Regular manual handling
- Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS: Using COSHH AND wearing PPE at all times when in the lab.





## Selection criteria

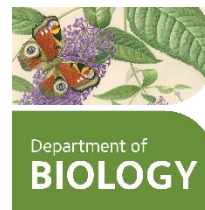
*When your application is assessed these are the things that we will look for. Try to show in your application that you have these qualities, qualifications, or experience. It doesn't matter if you haven't got all of them but try to show how good you are in as many areas as you can. Give workplace examples if you can, even if it is from work experience at school, or examples from extracurricular activities such as a sport you play.*

### **Essential criteria** *(are those that are required to perform the job effectively).*

- Educated to GCSE standard (English and Maths grade C) or equivalent
- Ability to communicate clearly and accurately when keeping records
- Able to work as part of a team.
- Good listening skills and ability to take instructions until competent in tasks
- Able to demonstrate an understanding of Health and safety
- Able to demonstrate an aptitude for the skills taught in the apprenticeship (for example through work experience, qualifications or references)
- Experience of using Microsoft Office

### **Desirable criteria** *(These are some extra things that would be nice if you had but if not, don't worry)*

- Some laboratory and IT experience
- First aid qualification



## About the University of Oxford

Welcome to the University of Oxford.

We are the largest employer in Oxfordshire with around 14,000 staff working in and around Oxford in a huge range of roles. We are proud of the apprenticeship opportunities we offer and have a successful record of helping local young people from education in to their first job.

Apprentices are never on their own, working with the support of their colleagues, managers and trainers they develop the skills and qualifications required in the modern world of work. Over 80% of our apprentices continue with us in the role they have been trained for after their apprenticeship and that is just the start of their career.

We provide all of our staff with a welcoming and inclusive workplace, offering support and development opportunities that enable everyone to progress and do their best work. We recognise diversity as our strength, vital for innovation and creativity, and we aspire to build a truly diverse community, which values and respects every individual's unique contribution.

For more information, please visit our [Working at Oxford page](#).

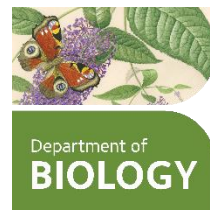
## The Department of Biology

You will be joining the Department of Biology at an exciting time. The Department established from August 2022 as a result of a merger between the Departments of Zoology and Plant Sciences, and is preparing to move into the new state-of-the-art Life and Mind Building in two to three years time.

The Department of Biology is recognised internationally for its research in a wide range of fields spanning all levels from molecules to ecosystems, and tackling global challenges through fundamental bioscience research. Over time, the research interests of the Department has been focused on five primary themes: Behaviour & Biomechanics; Ecology & Conservation; Evolutionary Biology; Microbiology & Infectious Disease; and Molecular Plant Biology. Research is conducted in all spheres from laboratory and in silico analysis to theoretical and field-based research.

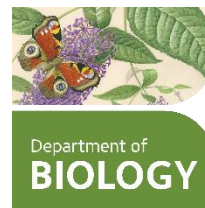
At all times we seek to reinforce the connections between research and our education offering, at both graduate and undergraduate level. The Department teaches a four-year undergraduate degree MBiol course in Biology, with fourth-year students undertaking a Masters-level research project. It also supports a variety of graduate placements and hosts the University's DPhil in Biology.

External research income to the Department is derived from over 50 different funding agencies, with the principal current funders being the European Research Council, the Royal Society, the Wellcome Trust, BBSRC and NERC. The Department has a significant record in integrating broader societal impacts of its research, including the provision of policy to government at the highest level, as well as supporting the commercialisation of research through spin-out companies and licensing arrangements that have generated hundreds of millions of pounds' worth of innovation.



The Department is located in the University's Science Area at two sites, and will move into the new £200m Life and Mind Building in 2024 that will include extensive laboratory provision with controlled environment rooms, glasshouses and an imaging suite. The Department also benefits from extensive facilities at the John Krebs Field Station at Wytham, with Wytham Woods nearby, as well as partnerships with organisations in the area such as the Oxford Botanic Gardens and Oxford Natural History Museum.

For more information please visit: <https://www.biology.ox.ac.uk>



## How to apply

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

You will be asked a series of questions as part of your application. Your responses should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or hobbies. Your application will be judged solely based on how you demonstrate that you meet the selection criteria stated in the job description.

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

Please visit our '[How to apply](#)' page for apprenticeship vacancies for more advice and information.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### 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/](http://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/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

### 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.



## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.web.ox.ac.uk/staff-benefits>.

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. 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](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/home>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>.

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/family-friendly-benefits>.

### Childcare

The University has excellent childcare services, including 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/](http://www.admin.ox.ac.uk/childcare/).

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>.

### 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 <https://edu.admin.ox.ac.uk/networks>.

### 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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

