



IMPACT

Apprentice Technician

Reference: R220377

Salary: £16,480 to £18,278, per annum. Grade 5, depending on experience

Contract Type: Fixed Term until 1 August 2026

Basis: Full Time

Job description

Main duties and responsibilities

- ▶ To undertake training on use of workshop machinery including, but not limited to, mills, lathes, waterjet cutter, pedestal drills, band-saws, welding equipment.
- ▶ To learn how to manufacture components and apparatus for research and teaching requirements. To maintain, repair and organise repairs for laboratory/workshop equipment.
- ▶ To learn model making equipment set-up and operation skills
- ▶ Assist the existing technicians in making parts for students and research staff.
- ▶ To support existing technicians in advising and assisting students in practical project work and similar sessions including basic instruction on the use of equipment.
- ▶ To learn how to repair or organise repairs, commission and install a range of equipment and tools;
- ▶ To learn how to manage local inventories as well as controlling and stocking consumables - to liaise with Team Leader with regards to purchasing requirements; To maintain sign-out or similar for tools and equipment.
- ▶ To assist the technicians in ensuring good operating conditions within laboratories (health and safety, tidiness, reporting of maintenance issues etc.)
- ▶ To assist in the L36 CDIO teaching laboratory, model shop or other areas of the School as and when required;
- ▶ To not only ensure compliance of health and safety legislation but to have a proactive approach to health and safety in all matters relating to laboratories and workshop facilities and practices;
- ▶ To work flexibly as a member of the School technical team, embracing Aston First objectives, providing cover to other areas of the wider team as needed and equally receiving support from other areas at times of high workload or absence;
- ▶ To assist as required in School and University marketing events that include the showcasing of laboratories and workshops;
- ▶ Undertaking such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	3 GCSE's or equivalent. Grade C and above including Maths, English and ICT.	Application form
Aptitude and skills	<p>Good written and verbal communication skills.</p> <p>Be able to confidently ask and respond to questions and working with a team environment.</p> <p>Self-motivated and proactive.</p> <p>Ability to work well both independently and as part of a team.</p> <p>Organised in approach and ability to prioritise workload appropriately.</p> <p>Excellent interpersonal skills and ability to deal effectively and confidently with enquiries from customers.</p> <p>Ability to apply logic to solve problems</p> <p>Willingness to undertake training in support of the role.</p>	Application form, interview

	Desirable	Method of assessment
Aptitude and Skill	Preparedness to adapt and embrace new ways of working	Interview

How to apply

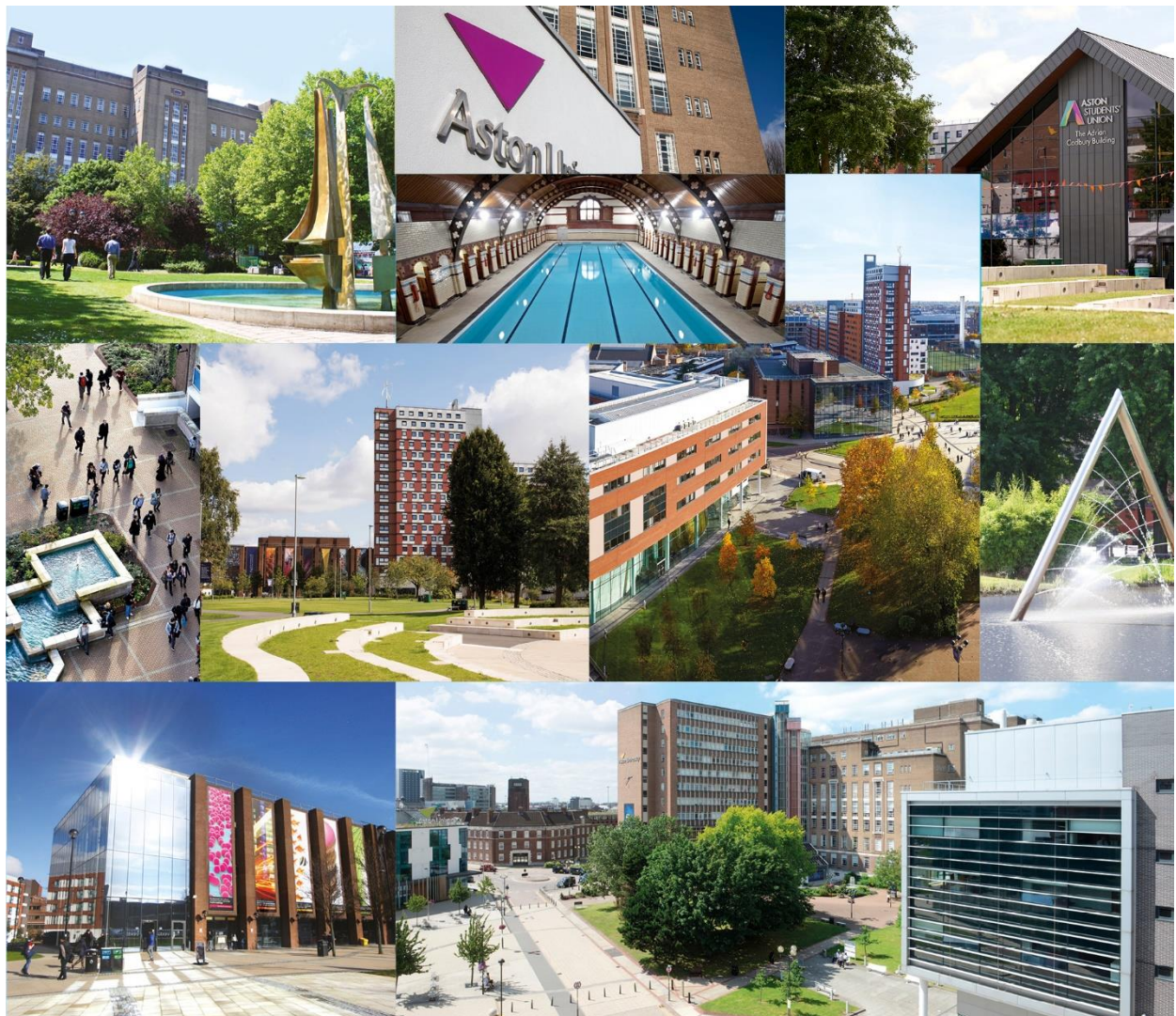
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Reece Lillie

Job Title: Team Leader, College Operations

Email: r.s.lillie@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa <https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.
<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**Where change
gets real.**