



Faculty of Engineering

Two positions available:

Mechanical Trainee Technician and CNC Trainee Technician

The Mechanical Trainee Technician will be based initially in the Mechanical Workshop in the Faculty of Engineering. The post will eventually provide technical support and general support within busy teaching and research laboratories. Training will be given in Health and Safety, laboratory and mechanical engineering techniques and you will study for an appropriate qualification on a day release basis.

The CNC Trainee Technician will be based directly in the Faculty Mechanical Workshop within the School of Mechanical Engineering. You will provide technical and general support within a busy mechanical workshop by manufacturing components for use in teaching and research activities within the Faculty of Engineering. Training will be given in mechanical engineering manufacturing techniques, with a CNC (computerised numerical control) bias and you will study for an appropriate qualification on a day release basis.

For both roles, the level of responsibility will develop as experience and training progress. With a minimum of four GCSE passes at grade C or above, including Mathematics, English and Science; or an equivalent qualification, you will have the ability to work carefully and accurately, using your own initiative. You will also have good interpersonal and communication skills.

The normal expectation is that you will be transferred to the grade of a qualified technician after satisfactory completion of a 3 year training programme.

University Trainee Grade: £14,287 p.a. or spine point 1 (we are currently reviewing salary scales and will pay whichever figure is higher), increasing to £16,131 p.a. in the third year.

Informal enquires to Mr Peter Thompson, Technical Officer, tel+44 (0)113 343 2471, email p.r.thompson@leeds.ac.uk.

Closing Date: 4 August 2015

Job Reference: ENGFO1025

Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs

Job Description

Responsible to: Lead Technician (Mechanical Trainee) or Mechanical Services Manager (CNC Trainee)

Reports to: Technical Officer

Job Summary

If you are appointed to the Mechanical Trainee role, you will be based initially in the Mechanical Workshop in the Faculty of Engineering. The post will eventually provide technical support and general support within busy teaching and research laboratories. Training will be given in Health and Safety, laboratory and mechanical engineering techniques and it will be expected that you will study for an appropriate qualification on a day release basis.

If you are appointed to the CNC Trainee role, you will be based directly in the Faculty Mechanical Workshop within the School of Mechanical Engineering. You will provide technical and general support within a busy mechanical workshop by manufacturing components for use in teaching and research activities within the Faculty of Engineering. Training will be given in mechanical engineering manufacturing techniques, with a CNC bias and it will be expected that you will study for an appropriate qualification on a day release basis.

The level of responsibility will develop as experience and training progress, for both roles.

Main Duties and Responsibilities

The points below provide a framework for the role and should not be regarded as a definitive list of duties and responsibilities which may develop and change over time.

Mechanical Trainee Duties

The Mechanical Trainee will learn several disciplines of mechanical engineering manufacture and assembly. At the end of the trainee program you will be multi-skilled and be expected to be able to;

- Precision machine components using conventional machine tools, including turning, milling drilling, boring and grinding.
- Assist academic staff and senior technicians in the design of research and teaching equipment.
- Assemble, commission and test teaching and research equipment in a Mechanical Engineering environment.
- PAT –Test equipment and keep records.

CNC Trainee Duties

The CNC Trainee will learn several disciplines of mechanical engineering manufacture. At the end of the trainee program they will be multi-skilled and be expected to be able to;

- Use proprietary CAD/CAM (NX7.5 and Solidworks) software to produce drawings and programme tool paths for standard and Multi-axis milling machines.
- Generate 3D CAD Models from design briefs or 2-D drawings.
- Program, set up and operate 3/5 axis CNC milling, CNC turning and CNC EDM Wire machines.
- Precision machine components using conventional machine tools, including turning, milling drilling, boring and grinding techniques.
- PAT-Test equipment and keep records.

Duties for both Trainee positions:

The following duties are applicable to both Trainee roles.

Generic Support Duties

- Responsible for routine calibration and maintenance of equipment.
- Safe disposal of hazardous waste within specified guidelines.
- Operational management of Good Laboratory Practice; includes management of general lab upkeep and tidiness.
- Undertake manual handling of laboratory equipment and movement of gas cylinders.
- To carry out other reasonable duties appropriate to the activities of the School or Faculty, or as deemed necessary by the Head of School, commensurate with the grade of the post.

Health and Safety

- Operate in accordance with health and safety procedures, hazard, risk, COSHH assessments and local policies and procedures as defined by the Faculty Health and Safety Manager.
- Ensure correct and safe usage of varied laboratory equipment by undergraduates, postgraduates and members of staff.
- Responsibility to monitor activities of self and others in the course of work to ensure that health and safety regulations are properly observed. Assisting in the development of written procedures, guidelines and protocols (e.g. risk assessments) in support of safe practice and activities where appropriate. This will involve liaison with the Faculty Health and Safety Manager.
- Keep up to date with Health and Safety policy and procedure and legislation changes, by attending relevant training; ensuring appropriate cascade of up-dates to all Laboratory service users.

Communication

- In time will advise staff, students, and visitors on matters of technique and use of laboratory and research equipment.

- Involved in regular team meetings with Technicians.
- Liaison with outside and UOL agencies, equipment suppliers and repairers.

Additional duties

All members of the Faculty of Engineering will:

Strategy: have an awareness of the University and Faculty strategies for world-class performance and have a basic understanding of how their area of work directly supports the achievement of the strategy.

Service: be committed to providing the best possible service; ensuring that the service is regularly monitored and adapted and is flexible to meet the changing needs of the academic environment.

Personal: have an understanding of both School and Faculty issues and of the importance of promoting team work and a culture of collegiality and mutual respect; be willing to support colleagues by undertaking tasks outside your normal role where necessary; show a commitment to the Faculty team.

Key Working Relationships

You will be expected to work closely with your line manager and work as part of the larger team.

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals supporting them to maximise their potential.

Trainee Technicians

Trainees are paid according to their year of service as a trainee. Incremental rises on the scale are effective from the anniversary of the appointment where the start date is the first day of the month and the first of the month following the anniversary of the appointment where the start date is not the first day of the month.

Year 1: £14,287 p.a. or spine point 1 (we are currently reviewing salary scales and will pay whichever figure is higher)

Year 2: £14,959 p.a. (spine point 4)

Year 3: £16,131 p.a. (spine point 7)

The Dean of Faculty (or nominee) may recommend the transfer of a trainee to the main University grades when all the following criteria have been satisfied:-

- a three year training period has been completed,
- the trainee has obtained an appropriate technical qualification for the proposed role,
- the trainee has acquired the skills and knowledge necessary to fulfil a mainstream

technical role.

The appropriate mainstream grade will be determined by role analysis.

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Person Specification

Essential

- A minimum of four GCSE passes at grade C or above, must include Mathematics, English and Science; or equivalent qualification
- Dependable, with the ability to work carefully and accurately. Accuracy and dependability is of the upmost importance: a failure of standards could have significant implications
- Evidence of ability to use own initiative
- Good interpersonal and communication skills
- Team player with a flexible, 'hands-on' approach to work
- Motivation and enthusiasm for developing a technical career in an academic environment
- Interest in self development and willingness to undertake any training required to develop within the post

Desirable

- Able to use a variety of proprietary software packages (particularly Microsoft)

Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership

To be aware of and work in line with The Partnership working with students as members of a learning community to provide world class education and an excellent student experience. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Disclosure and Barring Service checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located in the **Faculty of Engineering**. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.

Further information about the Faculty

Top 100 university for Engineering and Technology - Times Higher World University Rankings 2014.

The Faculty of Engineering is one of the largest engineering groupings in the UK with over 700 staff, 3,000 students and an annual turnover of around £60m.

Our focus is on providing research based teaching and supervision, inspiring our students and through this helping our students to achieve their goals and ambitions.

The range and scope of the our research is extensive and covers all of the major engineering disciplines, including cross cutting themes such as energy, materials, medical engineering and artificial intelligence, with theoretical, experimental and modelling work underpinning all areas.

This provides an ideal platform for multidisciplinary research, enabling us to undertake high-impact research in areas recognised as providing critical global challenges. Much of our research is linked to industry, with major collaborators throughout the UK and Europe. We have also aligned our Faculty with industry sectors such as digital technologies, energy, high value chemicals and medical technologies, and undertake further interdisciplinary research in areas as diverse as functional materials, robotics and water.

Teaching and research is delivered through the following five schools:

- School of Chemical and Process Engineering
- School of Civil Engineering
- School of Computing
- School of Electronic and Electrical Engineering
- School of Mechanical Engineering

There is a friendly atmosphere and student-focused approach to undergraduate and postgraduate education. We pride ourselves on the professionalism of our staff and the quality of the research environment, promoting excellence by offering a range of cutting edge programmes, many in conjunction with industrial sponsors and collaborators.

www.engineering.leeds.ac.uk