



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Graduate Apprentice Electrical Technician,  
Faculty of Engineering and Physical Sciences**



**Salary: Grade 4 (£23,700 p.a.)**

**Reference: EPSEE1129**

**Location: Leeds campus**

**Closing date: Wednesday 31 July 2024**

**Fixed term for 3 years**

**We are open to discussing flexible working arrangements**

# Graduate Apprentice Electrical Technician, School of Electronic and Electrical Engineering.

**Do you have an aptitude for science and in particular working in an Electrical Engineering environment? Would you like to train as an Electrical Engineering technician in one of the UK's top Universities?**

We are looking for an Electrical Engineering Graduate, eager to start their career as an Electrical Engineering Technician. We are working with [CSR Scientific Training](#) who provide the [Level 5 Technician Scientist](#) apprenticeship programme, designed to propel your career in the realm of technical sciences: CSR Scientific Training are a pioneer in online education, providing a dynamic learning experience tailored to cultivate your expertise and accelerate your career.

CSR Scientific Training are a pioneer in online education, providing a dynamic learning experience tailored to cultivate your expertise and accelerate your career.

Whether you are a recent graduate or seeking to enhance your existing qualifications, this program provides a comprehensive framework for continuous growth and advancement in the field of technical careers.

You will be mentored by one of our senior technicians in our laboratories/workshops, where you will be given specific training in this area. On completion of your training, you will have an ideal skill set to go on to a successful career as a technician, having learnt several disciplines associated with working in a lab environment.

## What does the role entail?

As a Graduate Apprentice Electrical Technician, your main duties will include:

- Undertaking routine operation and maintenance of equipment;
- Taking personal responsibility for the preparation of materials, samples and reagents;
- Being responsible for routine calibration of equipment;
- Maintaining records of consumable levels and equipment, and purchase requisition stock to maintain an acceptable level;
- Being responsible for the safe disposal of hazardous waste within specified guidelines;



- Portable Appliance Testing of equipment and keeping appropriate records;
- Taking part in regular team meetings with technicians;
- Working in accordance with health and safety procedures, hazard, risk, COSHH assessments and local policies and procedures;
- Undertaking manual handling of laboratory/workshop equipment and movement of gas cylinders, using correct manual handling processes;
- Engaging fully with the relevant training courses for the apprenticeship and actively engaging in learning during the course of your day-to-day role.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As Graduate Apprentice Electrical Technician, you will have:

- A BEng in Electrical Engineering;
- Proven numeracy skills, for example as evidenced by a minimum of Grade 4 (A\*- C) at GCSE or equivalent in Maths;
- Proven written and oral communication skills, for example as evidenced by a minimum of Grade 4 (A\*- C) at GCSE or equivalent in English;
- Evidence of an aptitude for technical work, with an interest in applied Electrical Engineering subjects and a willingness to learn new skills in this area;
- Good interpersonal and verbal and written communication skills;
- Developed organisational skills with the ability to complete tasks within set time frames;
- The ability to work proactively and independently, and also as part of a wider support team;
- Excellent IT skills (particularly Microsoft packages);
- The ability to perform manual handling duties, for example as required to move laboratory equipment.



## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23:59** (UK time) on the advertised [closing date](#).

## Contact information

To explore the post further or for any queries you may have, please contact:

**Sarah Myers, Technical Services Manager**

Tel: +44 (0) 113 343 8191

Email: [S.L.Myers@Leeds.ac.uk](mailto:S.L.Myers@Leeds.ac.uk)

## Additional information

### Course attendance

This apprenticeship will involve attendance on courses relevant to the role. Time at college will be on a day release basis. Course work and any additional study required will be undertaken in your own time.

**Please note:** If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

### Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering](#) and the [School of Electronic and Electrical Engineering](#).

### A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Engineering and Physical Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to



Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

### **Working at Leeds**

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

### **Information for disabled candidates**

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [hr@leeds.ac.uk](mailto:hr@leeds.ac.uk)

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position; however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records information](#).

