

## JOB DESCRIPTION – N112

<b>Job Title:</b> Graduate Apprentice/Trainee Electrical & Electronics Technician	<b>Grade:</b> 4
<p><b>Overview:</b></p> <p>As a trainee electrical and electronics engineering technician, you will design, build and maintain electrical control systems, machinery and equipment. You will work on research projects in a very wide range of sectors, for example: transport; power generation; renewable energy sources; manufacturing; During your apprenticeship you will undertake a wide range of duties and training which will build on your academic qualifications to develop your practical skills thereby enabling you to work competently as a practical electrical or electronic engineering technician. You will work closely and under the guidance of colleagues within the Technical team in Engineering at Lancaster, students, researchers and academic staff on both teaching and research activities.</p> <p>It is envisaged that this graduate apprenticeship will be completed within 2 or 3 years, at the end of which you will have achieved the standards required by the awarding body (<a href="http://apprenticeships.org.uk/">http://apprenticeships.org.uk/</a>).</p> <p>In addition, you will be required to register as an Engineering Technician (EngTech) with either the Institution of Engineering Technology (IET), <a href="http://www.theiet.org">www.theiet.org</a>, and will be encouraged to work towards incorporated (IEng) or chartered (CEng) engineer status, where appropriate.</p> <p>You will be encouraged to continue to develop your practical skills and knowledge through on-the-job training, further education and CPD opportunities.</p> <p>Your training will involve you working across all areas of the department. During your time in each area you will have deliverables and objectives to achieve.</p>	
<b>Department:</b> Engineering (Faculty of Science & Technology )	
<b>Directly responsible to:</b> Engineering Superintendent & Area Safety Officer	
<b>Supervisory responsibility for:</b> N/a	
<p><b>Contacts</b></p> <p><b>Internal:</b></p> <p><b>Within the Engineering Department:</b> Students, Academic staff, Research staff, other members of the Technician team, Administrative staff</p> <p><b>Within the University:</b> Central Services and members of Faculty staff.</p> <p><b>External:</b></p> <p>Suppliers, Contractors, Professional bodies, Customers, prospective students and visitors.</p>	
<p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>• Providing technical support in the areas of Electrical &amp; Electronic Engineering,</li> <li>• Maintaining high standards in the preparation of teaching Labs. for timetabled lectures and practical sessions,</li> <li>• Ordering of appropriate consumables to maintain adequate stock levels and ensuring stocks are well organised,</li> <li>• Installation and maintenance of electronic equipment in teaching and project Labs.</li> <li>• The decommissioning and recycling of equipment/projects after use,</li> <li>• Design, using computer-aided design (CAD) systems, printed circuit boards and electrical wiring diagrams.</li> </ul>	

- Assist in the design and building of test equipment and prototypes for departmental research, including carrying out tests, monitoring and recording results
- Inspecting and calibrating of electronic and electrical equipment in-line with a Planned Maintenance Program,
- Making sure projects meet electrical and construction safety regulations,
- Diagnosing and repairing faults on electrical equipment,
- Providing technical advice to staff and students,
- Mentoring students on work experience or outreach programs
- Working proactively as part of a team from different engineering disciplines to ensure that planned work schedules and targets are met,
- Ensuring allocated areas are kept well organised and compliant with relevant health & safety regulations,
- Attending meetings, writing reports and giving presentations to managers and students.
- Such other comparable duties as may be required by the Superintendent, Head of Department or nominee.

To comply with the entry requirement for the apprenticeship this opportunity is targetted to those who will be able to complete the training by the upper age limit of 24 years of age.