**Apprenticeship Information Form / Job Advert**

*\*Hiring site to complete sections highlighted\**

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| **General Information** | |
| **Job Title** *(this should be reflected on Workday)* | Apprentice Engineer Technician |
| **No of Positions Available** | **1** |
| **Vacancy Closing Date** | 18th March 2022 |
| **Interview Date(s)** | 25th April – 13th Mav TBC |
| **Site Address** *(where role will be based)* | **Muir RD. Houstoun Ind. Est. Livingston, West Lothian, EH54 5DP** |
| **Work Day Vacancy Link** | [https://dssmith.wd3.myworkdayjobs.com/careers/job/Livingston/Engineering-apprentice\_R-2350-1](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdssmith.wd3.myworkdayjobs.com%2Fcareers%2Fjob%2FLivingston%2FEngineering-apprentice_R-2350-1&data=04%7C01%7C%7Cc2a77597c72f479f3ac608d9e71f4587%7C423430e8247c44d1976722723b7d4cb2%7C1%7C0%7C637794943763043352%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=NJcI8iTPoO6ALtsp0Z1rq3ExUeU7ahg5LyFis3h6rko%3D&reserved=0) |
| **Hiring Manager Contact Details** | Name: Neil Studley  Tel: 07721244396  Email: neil.studley@dssmith.com |
| **HRBP Contact Details** | Name: Donna Roberts  Tel: 07776235601  Email: donna.roberts@dssmith.com |
| **Contractual Information** | |
| **Standard Working Days** | **8** |
| **Contracted Weekly Hours** | **40** |
| **Working Pattern** *(please select)* | Standard Flexible hours |
| **Annual Starting Salary** | £14,000 in Y1, rising each year thereafter |
| **Annual Holiday Entitlement + Bank Holidays** | 25 + 8 public |
| **Hourly Rate** | TBC |
| **Pension Contributions** *(please select)* | Yes |
| **Contract Type** | Fixed Term |
| **Contract Duration** *(if fixed term this should cover the duration of the Apprenticeship inc EPA)* | August 2022 – September 2026 |
| **Estimated Start Date** | August 2022 |
| **Apprenticeship Information** | |
| **Apprenticeship Standard Name** *(please select)* | Engineering Technician, Mechatronics Pathway  OR Maintenance Operations Technician, Multi-Skilled Pathway (HETA / IPS) |
| **Level** | 3 |
| **Apprenticeship Start Date** | (College to confirm) |
| **Duration** *(inc EPA)* | (College to confirm) |
| **Training Provider** | Edinburgh college |
| **Other Information** | |
| **Will you look to make this Apprentice Permanent after they have completed the Apprenticeship?** | Yes |
| **Who will be this Apprentices Mentor?** | Neil Studley Engineering Manager- Derek Taylor Eng. TL |
| **Does the Mentor require training?** *(please select)* | Yes |

*\*Hiring site to complete sections highlighted\**

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| **About Us** |
| [DS Smith](https://www.dssmith.com/) is a leading provider of sustainable fibre-based packaging worldwide, which is supported by recycling and papermaking operations. We play a central role in the value chain across sectors including e-commerce, fast moving consumer goods and industrials.  Through our purpose of ‘Redefining Packaging for a Changing World’ and our [Now and Next](https://www.dssmith.com/sustainability/sustainability-strategy) sustainability strategy, we are committed to leading the transition to the circular economy, while delivering more circular solutions for our customers and wider society – replacing problem plastics, taking carbon out of supply chains and providing innovative recycling solutions. Our bespoke [box-to-box in 14 days](https://www.dssmith.com/sustainability/circular-economy/our-business/box-to-box-in-14-days) model, design capabilities and innovation strategy sits at the heart of this response.  Headquartered in London and a member of the FTSE 100, DS Smith operates in 34 countries employing around 30,000 people and we are a Strategic Partner of the Ellen MacArthur Foundation. Our history can be traced back to the box-making businesses started in the 1940s by the Smith family.  Livingston produces high quality printed packaging for predominantly the food and drink industry, it has enjoyed continued success in European print awards and seen significant growth over the past five year period, our mix of Corrugator, rotary die cut and flat press machinery offer our customer base the very best quality products available whilst striving for high levels of green credentials. |
| **Brief Role Description** *(no more than 250 words)* |
| An exciting opportunity has arisen within our Packaging Manufacturing site in Livingston and we are currently seeking a highly motivated and ambitious individual who would enjoy working in a manufacturing environment, as a Multi-Skilled Engineer Technician Apprentice.  During this 4 year Apprenticeship programme, in addition to attending learning sessions at college part time, you will gain hands on operational experience by assisting the Engineering Team in many areas including supporting planned preventative maintenance plans and carrying out reactive repair and improvement on equipment, whilst complying with DS Smith policies, procedures and Safety regulations.  A competitive Apprenticeship starting salary is offered, with incremental increases as you progress through your training. You will also receive the support of course tutors, workplace coaches and mentors to help you along the way and enable you to develop your skills and potential. |
| **Responsibilities** |
| * Complete the required academic and practical training requirements of the apprenticeship.   As you progress through your Apprenticeship you will support the Engineering team in:   * Maintaining and continually improve housekeeping standards in engineering workshops, and when conducting tasks around the site. * Development and execution of a planned preventative maintenance plan * Carry out reactive repair and improvement of selected equipment * Understand how and where to source spare parts and service contracts, with a view to continually improving performance while reducing costs. * Maintain comprehensive equipment records, with details of repairs completed, root causes, and corrective actions. * Comply with asset management performance targets set by group and site. * Record performance to demonstrate adherence to KPIs. * Engage with wider DS Smith engineering teams to ensure the site is fully compliant with all policies, and to stay fully informed of technical developments in the business. * Management of maintenance & repair sub-contractors |
| **Desired Qualifications** |
| National 5 or Standard Grades or equivalent A, B,C or P in English, Maths and Science  Once you have gone through and initial screening process, you will be asked to complete an online Engineering Technician Aptitude Test. Successful candidates will then be invited to an Assessment Day (locations to be confirmed) in late April / early May. During this Assessment Day, you will take part in a number of individual and group activities and have a 1-2-1 interview with your Engineering Manager. |
| **Desired Personal Qualities** |
| **Can demonstrate the DS Smith values every day**  **Be Caring -** Works collaboratively with a diverse range of people; is inclusive and respectful of other opinions, thoughts and approaches; actively listens to promote an openness and engagement.  **Be Trusted -** Adheres to instructions, policies and procedures to ensure safety and compliance of self and others; manages time and workload efficiently whilst demonstrating a keen attention to detail and desire to produce high quality work.  **Be Challenging -** Is motivated and curious to solve problems; is able to critically review information to make well informed decisions; always seeks opportunities to improve processes, quality, speed and efficiencies to help improve overall success.  **Be Responsive** - Demonstrates a proactive attitude; is committed to their personal and professional development and shows a keen interest in the wider industry and new technologies; is continuously driven to learn new things.  **Be Tenacious** - Has a resilient character and is able to bounce back from setbacks; can prioritise tasks and demands, whilst operating in a challenging, fast paced environment. |
| **Things to Consider** |
| You will be expected to balance day-to-day responsibilities within your role, as well as academic work set by the college. You will also be required to travel to and from college and the DS Smith Site throughout the duration of the Apprenticeship.  *[Site to insert any other important information that the candidate needs to be aware of e.g limited public transport so own transport required; Have to work some weekends etc]* |

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| **Approval** | | | |
| **Hiring Manager** | **Name:** | **Date:** | **Signature:** |
| **HRBP** | **Name:** | **Date:** | **Signature:** |