

JOB APPLICATION PACK NOTES



NOTES

This application pack consists of:

1. JOB APPLICATION PACK NOTES (this page)
2. OUTLINE JOB DESCRIPTION (3 pages)
3. JOB APPLICATION FORM (4 pages)

Please read all the documents carefully and then print out and complete the Job Application Form.

Applicants must submit a completed application form with a covering letter explaining why you are interested in this post and what you can bring to it. You may also send a current CV if you wish.

The **Closing Date** for completed application is 31 August 2020.

Interviews for short listed candidates will take place in the week commencing 7 September 2020.

Any offer of employment will be made subject to contract.

COMPANY BACKGROUND

Petrolab provides technical support services to the mining, minerals processing and materials industries worldwide and has been operating for over 25 years.

We are a petrographic consultancy. Petrography is the microscopic study of rocks, minerals or man-made materials.

The company has built a varied client list, which continues to grow. Our clients include materials testing companies, academic institutions, junior mining companies and metallurgical consultants. We also undertake 'mundic' testing for chartered surveyors on concrete from houses in Cornwall and parts of Devon and I.S. 465 testing on concrete from houses in Ireland. More details of what we do can be found on our website.

If you have any queries about the company or the application process then you can call us on 01209 219541 or email petrolab@petrolab.co.uk

JUNIOR MINERALOGIST

JOB DESCRIPTION

MAIN PURPOSE

The postholder will work under supervision to prepare sections from geological and construction materials for microscopic analysis. This is a position that will require routine operation and maintenance of precision machinery to cut, grind and polish materials. The postholder will also undertake routine mineralogical and petrographic tests under supervision, including recording and preparing samples for testing, and operate scientific instrumentation and software (e.g. scanning electron microscope, optical microscopes) to analyse a broad range of materials.

REPORTING TO

Project Mineralogist

LOCATION

This post will be based primarily at the company office at Redruth. The postholder will also be required to collect and deliver materials and use other sample analysis/preparation equipment based in the south-west region (Cornwall & Devon). Occasional visits to client sites and conferences will also be required.

KEY DUTIES & RESPONSIBILITIES

Key tasks / responsibilities include:

1. Undertake all aspects of section preparation, including resin impregnation, cutting, grinding and gluing.
2. Prepare received samples for routine 'Mundic' and 'I.S. 465' concrete testing, carry out examinations under supervision and maintain test records.
3. Handling and recording of incoming/outgoing samples on a database. Communication with customers to confirm order details. Splitting, batching and scheduling samples for thin-section preparation or for outsourced analysis. Maintenance of sample storage and tidiness of working area.
4. Operation of analytical instrumentation such as SEM-EDS and optical microscopes / ancillary equipment (e.g. point-counting & photomicrographs, carbon coater) to assist in current consultancy projects.
5. Data processing / classification and validation of collected mineralogical data.
6. Assist in drafting technical reports, including writing, compilation and collation.
7. Quality and timely completion of duties.
8. Maintaining a healthy, safe and productive working environment.
9. Extended hours and weekend working may be required from time to time.
10. Other duties reasonably requested from time to time.

PERSON SPECIFICATION

Junior Mineralogist

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree in Geology or related subject 	<ul style="list-style-type: none"> Post-graduate qualification in geological subject
Experience	<ul style="list-style-type: none"> At least 1 years work (or post-graduate) experience in petrography / mineralogy related role. Good knowledge of rock and ore petrography, in particular the identification of minerals and their chemical compositions. Experience in optical microscopy and mineral identification. Use and knowledge of SEM-EDS systems. Work in an analytical / laboratory environment. 	
Job skills	<ul style="list-style-type: none"> Ability to work accurately and adhere to strict procedures. Good attention to detail and finished quality of reports. Proven time management skills. High technical proficiency in IT, including use of spreadsheets and database software. Ability to communicate with customers and colleagues. 	
Personal qualities	<ul style="list-style-type: none"> Self-motivated, able to work on own initiative. Organised. Conscientious attitude to work. Consistently high standard of work. Works well under pressure. 	
Other	<ul style="list-style-type: none"> Full driving licence 	

SALARY AND MAIN BENEFITS

Junior Mineralogist

This is a full-time permanent position but subject to a six month probationary period.

Salary

Salary will be £18,900 per annum basic salary.

Hours

37.5 hours per week. Normal office hours are worked Monday to Friday between 08:30 to 17:00. Some weekend work and occasional extended hours may be required.

Annual leave

25 days annual leave entitlement + Bank & Public Holidays (England).

Pension

The postholder will be eligible to join Petrolab's chosen workplace pension scheme after 3 months with NOW:Pensions. Petrolab will provide an employer's contribution of up to 5% of basic salary.

Private Health Care Insurance

Following the six month probationary period, the postholder will be eligible to join Petrolab's chosen private health care insurance scheme with Vitality Health.

Career Development

Petrolab encourages self-development of its staff and there may be the opportunity as the company grows for the right individual to take on additional responsibilities.

JOB APPLICATION FORM

GUIDELINES

Please complete this form accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification.

Please print out and complete the form in **black** ink and BLOCK CAPITALS. Please ensure the finished form is signed, dated and returned by the closing date to the address given at the end of the form.

Petrolab aims to ensure equal access and equal opportunities for all, irrespective of gender, marital status, ethnic origin, religion, disability, sexual orientation or age.

POSITION APPLIED FOR

Job title	Junior Mineralogist
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APPLICANTS DETAILS

Title	Surname	First name	Date of birth

Home address	Telephone	
	Home	
	Work	
	Mobile	
Post code	Email address	

Current/ most recent salary (state rate per hour or pro rata annual amount).		
How much notice do you need to give to your current employer?		
Do you hold a current driving licence?	YES	NO
Is there anything concerning your medical history or state of health that is relevant to your application?	YES*	NO
Are there any restrictions regarding your employment? e.g. do you require a Work Permit?	YES*	NO
Have you ever been convicted of a criminal offence (spent convictions as defined by the Rehabilitation of Offenders Act 1974 being specifically excluded)?	YES*	NO

* If you answer YES then please give brief details on a separate sheet of paper.

REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

	Referee 1		Referee 2
Name		Name	
Position		Position	
Organisation		Organisation	
Telephone		Telephone	

EMPLOYMENT RECORD

Please start with your most recent paid employment or voluntary work . Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in the section Experience / Skills.

1. Current/ most recent employer / organisation				
Name				
Address				
Job title		Date from		Date to
Main duties				
Reason for leaving				

2. Employer / organisation				
Name				
Address				
Job title		Date from		Date to
Main duties				
Reason for leaving				

3. Employer / organisation				
Name				
Address				
Job title		Date from		Date to
Main duties				
Reason for leaving				

EXPERIENCE / SKILLS

This IMPORTANT section is for you to give specific information in support of your application.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Please use the space below to relate your experience (paid or unpaid) and skills to the post. Use extra sheets as necessary. Alternatively, you can include this information in your covering letter.

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EDUCATION AND TRAINING

Starting with the most recent, please tell us about your education and any qualifications which you feel are relevant to the post. Below that, include details of any relevant courses. Use an extra sheet if necessary.

Name of school/college/university	Subject studied	Qualification / level	Date gained

Training course	Date

LEISURE

Please give details of your spare time interests and activities.

DECLARATION AND SIGNATURE

I declare that the information provided in this application is to the best of my knowledge correct and complete. I understand that false information or deliberate omission of any material facts may result in dismissal or withdrawal of a job offer.

By signing and returning this application form you consent to Petrolab using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

Signature:	Date:
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