

Job Description and Person Specification

Last updated: 02/07/2019

JOB DESCRIPTION

Post title:	TDHVL Technician – Tony Davies High Voltage Laboratory (TDHVL)		
School/Department:	Electronics & Computer Science		
Faculty:	Engineering & Physical Science		
Career Pathway:	Technical and Experimental (TAE)	Level:	2b
Posts responsible to:	TDHVL Laboratory Manager		
Posts responsible for:	None		
Post base:	Non Office-based (see job hazard analysis)		

Job purpose
To provide effective and efficient technical support to the Tony Davies High Voltage Laboratory and its external customers.

Key accountabilities/primary responsibilities	% Time
1. To plan, organise and carry out a range of defined tests/experiments/technical procedures, using specialist equipment and techniques, ensuring the requirements of the customer are met and advising on any resource requirements.	40 %
2. To contribute to the day to day technical operation of the work environment. This can involve: <ul style="list-style-type: none"> - Carrying out testing and maintenance of equipment and experimental facilities. - Monitoring finances and advising on stock requirements of equipment and goods. Maintaining a safe working environment in accordance with health and safety procedures.	30 %
3. To make accurate and effective use of computerised and manual record keeping systems in order to analyse test results and compile information and create reports.	15 %
4. To provide guidance and coaching to junior colleagues and students in relation to technical operations, machinery and testing undertaken.	5 %
5. To attend relevant meetings when requested by manager in support of standard work activities.	5 %
6. Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
Other members of the Laboratory, including undergraduate/postgraduate students, research staff and academic staff. External customers.

Special Requirements
On rare occasions some offsite working may be required.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HNC/NVQ2, GCSE or City and Guilds in Electrical Engineering (or directly related discipline)</p> <p>Previous work experience within an electrical environment.</p> <p>Experience of operating technical equipment and ability to carry out specialist testing.</p> <p>Ability to make effective use of standard and specialist computer systems.</p> <p>Able to demonstrate a good understanding of technical processes relating to work area.</p> <p>Experience of operating equipment for electrical testing purposes.</p>	<p>Experience of monitoring a small scale budget.</p> <p>Experience of data input and analysing data and presenting summary information in a clear and concise format.</p> <p>Experience with high voltage electrical equipment/systems.</p> <p>Use of computer systems and software</p>	
Planning and organising	<p>Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.</p> <p>Ability to work well with minimum supervision.</p>	Able to manage multiple parallel tasks with a mixture of long and short term deliverables.	
Problem solving and initiative	Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures.		
Management and teamwork	<p>Able to contribute to team efficiency through sharing information and constructively supporting others.</p> <p>Ability to adapt well to change and service improvements.</p> <p>Experience of providing training/coaching to colleagues and students in relation to technical tasks.</p>	<p>Previous supervisory experience</p> <p>Ability to effectively allocate work and check the work of others ensuring required service standards and deadlines are met.</p>	
Communicating and influencing	<p>Able to seek and clarify detail.</p> <p>Experience of providing advice on technical procedures to colleagues and external customers.</p> <p>Able to demonstrate own duties to other colleagues as required.</p> <p>Experience of providing clear, accurate and concise written documentation</p>	Ability to work confidently while in the presence of external customers.	
Other skills and behaviours			
Special requirements	Willingness to undertake Health and Safety training specific to role.		

JOB HAZARD ANALYSIS

Is this an office-based post?

<input type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input checked="" type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work	X		
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:	X		
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)	X		
PHYSICAL ABILITIES			
Load manual handling	X		
Repetitive crouching/kneeling/stooping	X		
Repetitive pulling/pushing	X		
Repetitive lifting	X		
Standing for prolonged periods	X		
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips	X		
Repetitive reaching below shoulder height	X		
Repetitive reaching at shoulder height	X		
Repetitive reaching above shoulder height	X		
PSYCHOSOCIAL ISSUES			
Face to face contact with public	X		
Lone working			
## Shift work/night work/on call duties			