

Job Description and Person Specification

Last updated: 14/06/2019

JOB DESCRIPTION

Post title:	Research Engineer		
School/Department:	Wolfson Unit		
Faculty:	Faculty of Engineering and Physical Sciences		
Career Pathway:	Technical and Experimental (TAE)	Level:	3
Posts responsible to:	Unit Head (level 6) & Associate Dean for Enterprise: FEPS: (level 7)		
Posts responsible for:	None		
Post base:	Non Office-based (see job hazard analysis)		

Job purpose
To ensure the provision of effective and efficient technical support to a department and its external customers.

Key accountabilities/primary responsibilities	% Time
1. To plan and oversee the provision of specialist technical support for defined research or consultancy projects, interpreting and meeting the requirements of the customer, and deploying defined resources to ensure operational and cost-efficiency. Assist in routine experimental tests, trials, CFD, commercial and internal software development, consulting or specialist activities as part of a team to solve problems and satisfy research or other work contracts for external clients. The role may include the carrying out of data analysis and the preparation of draft reports.	40 %
2. To carry out a range of tests, analysing and evaluating the results using specified methodologies, and contributing to the interpretation of results, the development of techniques and the choice of models and approaches. Conduct theoretical, numerical or analytical studies to solve problems and satisfy research or other work contracts for external clients.	15 %
3. Be involved in the improvement and development of in-house products and systems, for example, the development and maintenance of measurement / data acquisition equipment and software packages.	15 %
4. To ensure equipment in the work environment is maintained in accordance with technical and health and safety procedures, diagnosing faults and repairing apparatus as necessary.	5%
5. To ensure compliance with health and safety processes within work environment.	5%

Key accountabilities/primary responsibilities		% Time
6.	To advise on the pricing and purchasing of equipment and consumables and ensure adequate stocks of supplies, ensuring finances and work resources are monitored efficiently and appropriately.	5%
7.	To train students, junior colleagues and new researchers in techniques and the safe and effective use of equipment, and communicating and liaising with all internal and external users of technical service.	5%
8.	To ensure accurate completion of all documentation, reports and records. To attend internal meetings to assist with planning and managing the Unit's activities.	5%
9.	Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships
<p>Other members of the Enterprise Unit and University staff.</p> <p>External customers</p> <p>Relevant suppliers and external contacts</p>

Special Requirements
<p>Provide the contracted services for the client and provide expertise and solutions in a limited time frame.</p> <p>Potential for:</p> <p style="padding-left: 40px;">Travel away from the University campuses to work in other laboratories.</p> <p>Work extended and anti-social hours when testing in laboratories.</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant technical support roles and job-related training.</p> <p>Experience of applying understanding of specialist technical equipment, processes and procedures.</p> <p>Able to demonstrate a good understanding of technical processes relating to work area.</p> <p>Ability to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.</p> <p>Ability to make effective use of standard office computer systems including word-processing and spreadsheets.</p>	<p>Degree in naval architecture or equivalent qualification/experience</p> <p>Experience of sailing or other small craft operation</p> <p>Practical skills and expertise, such as experimentation, electronics, wood or metalwork</p> <p>Skills and expertise in coding (Delphi, C++, Labview, Python), numerical modelling or CFD</p> <p>Degree in an engineering based subject area or equivalent qualification/experience.</p>	<p>CV</p> <p>CV</p> <p>CV</p> <p>CV & interview</p> <p>CV & interview</p>
Planning and organising	<p>Able to organise own activities to deadline and quality standards</p> <p>Ability and willingness to take a flexible approach to the delivery of work programmes, schedules and problem solving</p>		<p>CV & interview</p> <p>CV & interview</p>
Problem solving and initiative	<p>Able to develop understanding of complex problems and apply in-depth knowledge to address them</p> <p>Able to use own initiative to develop original techniques/methods</p>		<p>CV & interview</p> <p>CV & interview</p>
Management and teamwork	<p>Ability to work effectively as part of a small team</p>		<p>CV & interview</p>
Communicating and influencing	<p>Communicate new and complex information effectively, both verbally in meetings with clients, and in writing.</p> <p>Proven communication skills both verbally and in writing.</p> <p>Experience of managing a client relationship.</p>		<p>CV & interview</p>
Other skills and behaviours	<p>Understanding of relevant Health & Safety issues</p> <p>Positive attitude to colleagues and clients</p>		<p>CV & interview</p> <p>CV & interview</p>

Special requirements	Able to travel within the UK and overseas to work in other labs/facilities or conduct sea trials.	Full current UK driving licence.	CV & interview
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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	✓		
Extremes of temperature (eg: fridge/ furnace)	N/A		
## Potential for exposure to body fluids	N/A		
## Noise (greater than 80 dba - 8 hrs twa)	N/A		
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:	N/A		
Frequent hand washing	N/A		
Ionising radiation	N/A		
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling	N/A		
## Driving university vehicles(eg: car/van/LGV/PCV)	✓		
## Use of latex gloves (prohibited unless specific clinical necessity)	N/A		
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)	N/A		
PHYSICAL ABILITIES			
Load manual handling	✓		
Repetitive crouching/kneeling/stooping	✓		
Repetitive pulling/pushing	N/A		
Repetitive lifting	N/A		
Standing for prolonged periods	N/A		
Repetitive climbing (ie: steps, stools, ladders, stairs)	N/A		
Fine motor grips (eg: pipetting)	N/A		
Gross motor grips	N/A		
Repetitive reaching below shoulder height	✓		
Repetitive reaching at shoulder height	N/A		
Repetitive reaching above shoulder height	N/A		
PSYCHOSOCIAL ISSUES			
Face to face contact with public	✓		
Lone working	✓		
## Shift work/night work/on call duties	N/A		

