

Job Description and Person Specification

Last updated: 11 March 2020

JOB DESCRIPTION

Post title:	Technician		
School/Department:	Southampton Education School		
Faculty:	Faculty of Social Sciences		
Career Pathway:	Technical and Experimental (TAE)	Level:	2b
Posts responsible to:	Director, MSLC; Science Lead, PGCE		
Posts responsible for:	N/A		
Post base:	Office-based/Non Office-based (see job hazard analysis)		

Job purpose
To provide effective and efficient technical support to Southampton Education School – Initial Teacher Education/PGCE and Mathematics and Science Learning Centre.

Key accountabilities/primary responsibilities	% Time
<p>1. Technical support To contribute to the day to day technical operation of the PGCE and Mathematics and Science Learning Centre. This involves:</p> <ul style="list-style-type: none"> - Laboratory preparation to include provision and set up of apparatus for practical work and demonstrations in PGCE Secondary Physics, Chemistry, Biology; Primary science and professional development courses for the Mathematics and Science Learning Centre. Assisting with equipment for Subject Knowledge Enhancement courses. 	40 %
<p>2. Health and Safety Maintaining a safe working environment in accordance with health and safety procedures. Preparing risk and COSHH assessments where necessary Monitoring and maintaining adequate stock levels of chemicals and consumables. Safely disposing of chemicals. Carrying out testing and maintenance of equipment, including assisting with regular PAT testing of electrical equipment</p>	20%

Key accountabilities/primary responsibilities	% Time
3. Maintenance of Facilities <ul style="list-style-type: none"> - Routine cleaning/tidying and maintenance of equipment and laboratories - Purchasing IT hardware and software and other equipment in accordance with University purchasing policy - Maintaining logs of equipment and consumables - Purchasing science equipment and chemicals and other equipment. - Providing occasional backup IT support - Providing occasional backup AV support 	10 %
4. External liaison Liaising with external organisations such as CLEAPSS, schools and colleges, suppliers and others in order to facilitate the operation of technical support.	10 %
5. To provide guidance to colleagues in relation to technical operations, equipment and safety.	5 %
6. To resolve a range of standard work issues independently, knowing when to refer more complex cases to supervisor/manager.	5 %
7. To attend relevant meetings when requested by manager in support of standard work activities.	5 %
8. Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
Other members of the department External customers

Special Requirements

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds.</p> <p>Previous work experience within a technical support role.</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 data input and analysing data and presenting summary information in a clear and concise format.</p>	<p>Experience of monitoring a small scale budget.</p> <p>Skill level, 'A' level</p>	CV, application and interview
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>		CV, application and interview
Problem solving and initiative	<p>Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures.</p>		CV, application and interview
Management and teamwork	<p>Able to contribute to team efficiency through sharing information and constructively supporting others.</p> <p>Able to ensure any staff managed or supervised are focuses on allocated tasks and aware of service standards.</p> <p>Ability to effectively allocate work and check the work of others ensuring required service standards and deadlines are met.</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>	Previous supervisory experience	CV, application and interview
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> <p>Demonstration skills</p>		CV, application and interview

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