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| Last updated: | 15/05/2015 |

**JOB DESCRIPTION**

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| Post title: | **Engineering Design and Manufacturing Centre (EDMC) Workshop Technician** | | |
| Faculty: | Engineering and Physical Sciences | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 3 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Faculty Production Facilities Manager or representative | | |
| Posts responsible for: | None | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| Provision of customer focussed technical service using broad knowledgebase and experience to provide technical manufacturing support with a focus on student education in making and manufacturing through module, project and other activities in the EDMC, Design Workshops and associated facilities.  Give advice on the design of experimental items and manufacture components to high standards from limited instructions using conventional and CNC machinery and employing excellent hand skills.  Monitor and support student activities ensuring compliance with local procedures and health and safety policies. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To provide and oversee the provision of specialist technical support for student education in workshop practice and for research or consultancy projects, interpreting and meeting the requirements of the customer and deploying defined resources to ensure operational and cost-efficiency. To ensure compliance with Health and Safety processes within the work environment and maintaining excellent levels of housekeeping and cleanliness. | 60 % |
|  | To train students, junior colleagues and new researchers in the safe and effective use of equipment. Supervise the work of junior technical staff, to ensure work is completed, in an accurate and timely manner. Communicating and liaising with all internal and external users of technical service. Attending relevant meetings such as those for facility co-ordination and Open Days/UCAS days (some at the weekend) | 20 % |
|  | To ensure equipment is maintained in accordance with technical and Health and Safety procedures, diagnosing faults and repairing apparatus as necessary. | 10 % |
|  | 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 % |
|  | To ensure accurate completion of all documentation, reports and records. This will include contributing to Risk Assessments relating to standard procedures and equipment in use with the Facility and maintaining a list of authorised users and inventories of equipment. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. |  |

| Internal and external relationships |
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| Direct contact with students, academics and other technical staff on a day-to-day basis.  Liaison with Estates and Facilities and associated contractors for works carried out within the EDMC, Design Workshops and associated facilities.  External contact with suppliers and customers for product technical specifications and quotations. |

| Special Requirements |
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| A flexible and supportive approach to students, researchers and staff, focussing on the range of requirements for modules, projects and other activities in the Faculty including demonstration of equipment use.  A proactive approach to developing a welcoming and productive environment within the EDMC, Design Workshops and associated facilities.  Ability to maintain a safe working environment in accordance with Health and Safety procedures, within an engineering workshop.  Please note this role requires substantial moving and handling. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant technical support roles and job-related training, in an engineering discipline.  Substantial experience of precision manufacturing gained in a production environment.  Able to demonstrate and apply a good understanding of specialist technical manufacturing equipment, processes, and procedures.  Proficient in the use of manual machinery and able to produce bespoke one-off components and assemblies to tight tolerances.  Ability to make effective use of standard office computer systems including word-processing and spreadsheets. | Degree in an engineering discipline (or equivalent qualification or experience).  Experience of Higher Education  Conversant with CAD/CAM software.  Experience of CNC programming using CAD/CAM software (OneCNC, FeatureCam) and Fanuc type controls on both milling and turning operations would be a distinct advantage. | At Interview |
| Planning and organising | Able to organise own workload and the workload of others to ensure work is completed to a high standard and to delivery dates.  Ability to successfully plan and deliver the technical support of manufacturing projects. |  | At Interview |
| Problem solving and initiative | Experience of contributing innovative ideas in order to solve technical problems.  Experience of using judgement to find solutions to problems for which no standard procedure exist. |  | At Interview |
| Management and teamwork | Experience of providing training/coaching to colleagues and students in relation to technical tasks  Able to positively influence the way a team works together. | Successful supervisory experience. | At Interview |
| Communicating and influencing | Able to elicit information to identify specific customer needs.  Able to offer proactive advice and guidance on technical processes and procedures.  Able to communicate and liaise with users of the technical services, both internal and external to the department.  Ability to discuss positively and supportively, manufacturing and design criteria with students and staff over a wide range of abilities and experience in production.  Ability to adapt communication to the needs of the service user. | Experience of demonstration skills | At Interview |
| Other skills and behaviours | Positive attitude to colleagues and students. |  | At Interview |
| Special requirements | Experience of working within Health and Safety guidelines and regulations. Willingness to undertake Health and Safety training specific to role, including First Aid Training. |  | At Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| 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. |
| 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.

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