|  |  |
| --- | --- |
| Last updated: | <June 2023> |

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Post title: | **Teaching Laboratory Technician** |
| Standard Occupation Code: (UKVI SOC CODE)  |  |
| School/Department: | Electronics and Computer Science (ECS) |
| Faculty: | Faculty of Physical Science and Engineering (FPSE) |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 3 |
| Posts responsible to: | Senior Laboratory Technician |
| Posts responsible for: | n/a |
| Post base: | Office-based  |

|  |
| --- |
| Job purpose |
| Provide effective and efficient technical support to the Electronics and Computer Science undergraduate teaching laboratories. Setting up and preparing for Electronic and Computer Science laboratory experiments and supporting students and staff. |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | To provide technical support for the Electronics and Computer Science undergraduate teaching laboratories – maintaining and setting up specialist laboratory equipment. Assisting with the construction, design and development of experimental apparatus within the laboratories to enhance the high quality ECS student experience | 25 % |
|  | To assist students in the safe set up and use of experimental equipment. | 10 % |
|  | Assembly and regular testing of laboratory equipment. Diagnosis of faults and implementation of repairs as necessary to improve the reliability, repeatability and overall quality of the laboratory exercises. | 10 % |
|  | Provide guidance, testing and support for undergraduate group design projects. | 10 % |
|  | To ensure compliance with the health and safety processes within the ECS teaching laboratories to maintain a safe and risk-free environment. Any issues are addressed proactively and extend primarily to laboratory equipment, laboratory practices and the general laboratory environment. Monitoring of student activities within these areas. | 10 % |
|  | Maintaining appropriate levels of electronic components and consumables in the ECS teaching laboratories. | 5 % |
|  | Expectation and willingness to learn new software and hardware skills as required | 5 % |
|  | To assist in the configuration and disassembly of specialist modular electrical machine and mechanical laboratory equipment when requested, ensuring safe storage of this equipment when not in use. | 5 % |
|  | Troubleshoot, rework and repair student laboratory electronic assembly exercises when required to enable the student to complete subsequent laboratory exercises. | 5 % |
|  | Sourcing any equipment and resources that are required to maintain and improve the ECS laboratories. Use the ECS requisition system to order required parts and lab consumables. | 5 % |
|  | Report any IT equipment failure to iSolutions (the University IT support group) using the online reporting system. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
| --- |
| Provide support and guidance for ECS students whilst undertaking their laboratory/project assignments. Assistance to ECS academics for the provision of student laboratory exercises and laboratory equipment guidance.Technical Support staff utilising their qualities to collectively provide a high-quality experience for all ECS students.Liaise with external organisations and companies/suppliers for the procurement of goods and services. |

| Special Requirements |
| --- |
|  |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Must hold at least one of the following qualifications. City and Guilds Level 3, ONC/OND or HNC/HND in Electronics Engineering. Have a history of being employed in a technical role.Experience of applying understanding of specialist technical equipment, processes and procedures.Able to demonstrate a good understanding of technical processes relating to work area.Conversant using MS Office software including word-processing and spreadsheets.Familiarity working with electronic test equipment, e.g., Oscilloscopes, signal generators and digital multimeters.Good practical skills with experience of hand soldering. |  | Application/interview |
| Planning and organising | Able to plan effective work practices and be productive due to good time management. |  | Application/interview |
| Problem solving and initiative | Experience of contributing innovative ideas to solve technical problems. Experience of using judgement to find solutions to problems for which no standard procedure exists. |  | Application/interview |
| Management and teamwork | Able to solicit ideas and views to help form specific work plans.Able to positively influence the way a team works together. |  | Application/interview |
| Communicating and influencing | Able to elicit information to identify operational requirements.Able to offer proactive advice and guidance on technical processes and procedures.Able to communicate and liaise with staff, both internal and external to the department. |  | Application/interview |
| Other skills and behaviours | To encompass the values of the university which is built on equality and diversity. Adopting the core values of excellence, creativity, community and integrity and embed these values within the team.Able to work in a cohesive technical team to schedules arranged by other members of staff. |  | Application/interview |
| Special requirements | Willingness to undertake Health and Safety training specific to role. |  | Application/interview |

**JOB HAZARD ASSESSMENT**

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

|  |  |
| --- | --- |
| [x]  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 assessment 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, 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) |  |  |  |
| ## 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: |  |  |  |
| 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)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |