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**Faculty of Technology**

**School of Engineering**

**Senior Technician**

**ZZ600209**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £26,052 to £28,452 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Technician |
| **Grade:** | 5 |
| **Faculty/Centre:** | Technology |
| **Department/Service:****Location:** | School of Engineering Anglesea Building |
| **Position Reference No:** | ZZ600209 |
| **Cost Centre:** | 41900 |
| **Responsible to:** | Technical Manager |
| **Responsible for:** | Lead Technician and Technician roles  |
| **Effective date of job description:** | July 2017  |

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| **Context:** |
| The School of Engineering is dedicated to provide industrially relevant education and professional development of highest quality and offers a wide range of undergraduate and postgraduate degree programmes. Subjects include: Electronic Engineering, Computer Engineering, control and Automation, Data Communications, Computer networks, Internet Technology, Mechanical Engineering, Mechanical & Manufacturing Engineering, Product Design and Petroleum Engineering.  |

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| **Purpose of Job:** |
| As a senior member of the faculty’s technical team, the post holder will make a significant contribution to a broad range of technical services within the School of Engineering supporting teaching, research and commercial activities. To provide high quality technical information in support of student projects and laboratory, research work. Be responsible for equipment and material usage and maintenance, in accordance with relevant legislation and University policies and legal requirements relating to equipment, Health and Safety and hazardous chemicals.This post may be required to move to an equivalent post within the Faculty on occasion in order to respond to Faculty priorities and needs appropriate to his/her skills and grade. |
| **Key Responsibilities:** |
| **Supervision:**1. Supervision of Lead Technician(s), Technician(s) engaged in work within Engineering and across the Faculty.
2. In liaison with the Technical Manager, delegate work to the technical team ensuring that they are motivated to achieve high standards and a professional manner at all times, and also contributing to performance management matters when they arise.
3. Direct involvement with the induction and training of new staff; and the motivation and training of current staff - maintaining high standards and implementing new procedures.
4. Oversee staff absences and ensure technical provision is in place where necessary

**Core Duties of a Senior Technician:**1. Be responsible for and a broad range of equipment and materials used within Engineering and ensuring stocks are maintained.
2. To monitor delegated budgets for small equipment items, ensuring that the necessary and materials are available for the smooth running of practical teaching, research, laboratory, experiment sessions in the school.
3. To prepare, maintain and demonstrate equipment and materials used in specific practical classes, experiments and student projects, and the environments in which they are used
4. Assisting academic staff with the development and testing of specific experiments used within practical classes and student projects.
5. Apply technical knowledge in support of teaching, student projects and research activity.
6. To assist with the preparation of teaching materials using computer packages, including the Internet.
7. Carry out and ensure routine maintenance and testing of specific equipment and materials within the school, inclusive of audio visual equipment, software in accordance with manufacturer’s guidelines.
8. Undertake and oversee routine administration and record keeping for the school i.e. maintenance of equipment, PAT testing etc...
9. Ensure that the teaching and research areas are kept tidy and to apply the appropriate health and safety precautions in compliance with University policies and procedures.
10. Assist with Preview and Open days and other associated marketing events providing information to applicants.
11. Load, transport and unload equipment to and from external sites in support of fieldwork
12. Provide occasional technical support for residential field courses, requiring a flexible approach to work hours, including occasional work at weekends.
13. Accompany staff and supervise students on field visits to ensure appropriate ratio of staff and students.
14. In liaison with the Technical Manager assist academic and technical staff with the preparation of risk and COSHH assessments on accordance with COSHH Regulations.
15. In consultation with the Technical Manager assist in the departments, faculty portable electrical testing (PAT) in accordance with the Electricity at Work Regulations.
16. Assist with invigilation of examinations.

**Additional expectations of the role holder:**1. To communicate with team members and liaise and network with relevant others, to ensure effective working relationships.
2. To solve problems that occur applying knowledge of subject area.
3. Provide information to relevant stakeholders with regards to equipment and material loans.
4. The post holder will participate in and contribute to a performance & development review (PDRs) for themselves and the posts they supervise, ensuring that work produced is in line with the School, Faculty and University aims.
5. To ensure compliance with the University's Health and Safety Policies and procedures within the technical areas and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management.
6. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances.
7. Any other duties as required by the Technical Manager.
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| **Working Relationships: *these are suggestions - you may include others*** |
| 1. Faculty Manager
2. Head of School
3. Academic Staff
4. School/Department Administration Team
5. Research Staff/Students
6. Faculty Technical Staff
7. Undergraduate and Postgraduate Students
8. University Estates Dept. and Contractors
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | In-depth knowledge of Mechanical Engineering within a laboratory, classroom environment | E | AF, S |
| 1.2 | Knowledge of Microsoft Office computer packages | E | AF, S |
| 1.3 | Knowledge of Health and Safety in the workplace ensuring compliance with University standards, procedures, policies. | E | AF, S |
| 1.4 | Working in a laboratory or practical engineering environment | E | AF,S |
| 1.5 | Maintenance and testing of equipment | E | AF,S |
| 1.6 | Working as part of a team | E | AF,S |
| 1.7 | Previous experience of supervising staff and delegating work | E | AF, S |
| 1.8 | Previous experience of working with students | D | AF,S |
| 1.9 | Previous experience of demonstrating equipment and techniques to students | D | AF, S |
| 1.10 | Experience and knowledge of carrying out risk assessments | D | AF, S, T |
| 1.11 | Use of specific laboratory equipment, to be determined by requirements in particular area(s) | D | AF,S |
| 1.12 | Previous experience of testing electrical equipment (P.A.T) | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Able to plan and organise own and others work and set appropriate priorities | E | AF, S |
| 2.2 | Attention to detail | E | AF,S |
| 2.3 | Ability to solve problems when they occur | E | AF, S |
| 2.4 | Ability to deal with staff and student requests effectively | E | AF, S |
| 2.5 | Ability to communicate effectively both verbally and in writing  | E | AF, S |
| 2.6 | Ability to work to good laboratory practice standards | E | AF, S, T |
| 2.7 | Ability to maintain good working relationships | E | AF, S |
| 2.8 | Ability to carry out routine maintenance | E | AF, S, T |
| 2.9 | Assist in the purchase of equipment and materials | E | AF, S |
| 2.10 | Working knowledge of Health & Safety policies/procedures and ensuring compliance in the Schools laboratories. | E | AF, S, T |
| **3.**  | **Qualifications, Education & Training** |  |  |
| 3.1 | An engineering qualification at a level of BTec HNC and /or experience to meet the equivalent level of competency | E | AF, S |
| 3.2 | Full UK Driving Licence | E | AF, S |
| 3.3 | Recognised Apprenticeship in Science or Engineering subject | D | AF, S |
| 3.4 | A Health and Safety Executive approved first aid certificate | D | AF, S |
| 3.5 | Fork lift trained | D | AF, S |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Committed to providing a high quality service for all undergraduate, postgraduate students and staff | E | AF, S |
| 4.2 | Organised and reliable | E | AF, S |
| 4.3 | Able to treat all staff in an equitable manner and be flexible in approach to different priorities of teaching and research staff | E | AF, S |
| 4.4 | Able to supervise a team of staff | E | AF, S |
| 4.5 | Enthusiastic approach and ability to motivate others | E | AF, S |
| 4.6 | Committed to tidy and methodical work practice | E | AF, S |
| 4.7 | Manual handling | E | AF, S |
| 4.8 | Flexible approach to support activities outside of normal hours i.e. Open days and field trips etc… | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.**  |
| 1. International travel/Fieldwork
 | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  | X |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  | X |
| 1. Genetically Modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 | X | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) X | 23. Workplace Stressors (e.g. workplace demands,  role clarification, relationships etc )  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | A ELLIOTT |
| **Date** | July 2017  |
| **Extension number** | 2439 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.