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**Faculty of Technology**

**School of Engineering**

**Lead Technician**

**ZZ004123**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £21,843 to £25,298 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:** | Lead Technician |
| **Grade:** | 4 |
| **Faculty:** | Technology |
| **Department/Service:**  **Location:** | School of Engineering  Anglesea Building |
| **Position Reference No:** | ZZ004123 |
| **Cost Centre:** | 41900 |
| **Responsible to:** | Technical Manager |
| **Responsible for:** | N/A |
| **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. |  | | | | | | |
| **Purpose of Job:** | |
| As part of the faculty’s technical team, to provide operational support to a broad range of technical services provision within School of Engineering, supporting teaching, research and commercial activities. Provide assistance with the maintenance and demonstrating of equipment and techniques/materials, in accordance with relevant legislation and University Policies  The post holder will in the first instance be attached to a specific school but may be required to move to an equivalent post within the Faculty on occasion in order to respond to Faculty priorities and needs. | |
| **Key Responsibilities:** | |
| **Core Duties of a Lead Technician:**   1. 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 2. To oversee students whilst working in the Student Workshop and lab areas 3. Assisting academic staff with the development and testing of specific experiments used within practical classes and student projects 4. Apply technical knowledge in support of teaching, student projects and research activity 5. To assist with the preparation of teaching materials using computer packages, including the Internet 6. Undertake routine administration in support of the above 7. 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 8. Carry out maintenance and testing of specific equipment and materials within the School this will also include audio visual aid equipment and software in accordance with manufacturers guidelines, ensuring regular checks are carried out and recorded. 9. Assist with Preview and Open days and other associated marketing events providing information to students 10. Assist the Senior Technician, Academic and Technical staff with the preparation of risk and COSHH assessments on accordance with COSHH Regulations 2002. 11. In consultation with the Senior Technician assist in the schools/faculty portable electrical testing (PAT) in accordance with the Electricity at Work Regulations 1989 12. 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. To participate in performance & development review (PDR), ensuring that work produced is in line with the School/Faculty/University aims 5. To comply with the University's Health and Safety Policies and procedures 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 | |
| **Working Relationships:** |
| 1. Technical Manager 2. Technicians and Scientific Officers 3. Faculty Manager 4. Head of School 5. Academic Staff 6. School Administration Team 7. Research Staff/Students 8. Undergraduate and Postgraduate Students 9. University Estates Dept. and Contractors |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | In-depth knowledge of Woodworking and Metalworking tools and machinery in a workshop environment | E | AF, S |
| 1.2 | Knowledge of Health and Safety in the workplace ensuring compliance with University standards/procedures/policies | E | AF, S |
| 1.3 | Maintenance and testing of equipment | E | AF, S |
| 1.4 | Working as part of a team | E | AF,S |
| 1.5 | Experience and knowledge of CNC machine tools / Plastic injection moulding | D | AF,S |
| 1.6 | Experience and knowledge of carrying out risk assessments | D | AF, S, T |
| 1.7 | Previous experience of working with students | D | AF, S |
| 1.8 | Previous experience of portable appliance testing (P.A.T) | D | AF, S |
| 1.9 | Previous experience of demonstrating equipment and techniques to students | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Able to plan and organise own work and set priorities | E | AF, S |
| 2.2 | Attention to detail | E | AF,S |
| 2.3 | Ability to solve basic problems when they occur | E | AF, S |
| 2.4 | Ability to deal with staff and student requests effectively | E | AF, S |
| 2.5 | Good communication and interpersonal skills | E | AF, S |
| 2.6 | Ability to carry out routine maintenance | E | AF, S, T |
| 2.7 | Assist in the purchase of equipment and materials | E | AF, S |
| 2.8 | 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 | Recognised Apprenticeship in Mechanical and Manufacturing Engineering subject | D | AF, S |
| 3.3 | Portable appliance Testing (PAT) qualification | D | AF, S |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Committed to providing a high quality service to students and staff | E | AF, S |
| 4.2 | Ability to work on own initiative and as part of a team | E | AF, S |
| 4.3 | Ability to understand and work to deadlines | E | AF, S |
| 4.4 | Committed to tidy and methodical work practices. | E | AF, S |
| 4.5 | Manual handling | E | AF, S |
| 4.6 | 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 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 |  | 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) | X | 14. Working at height | X |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA | X | 17. Vibrating tools | X |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases | X |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation   X | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials  X | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace Stressors  (e.g. workplace demands,  role clarification, relationships etc ) | |
| 12. Food handling | | 24. Noise > 80 DbA  X | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | A ELLIOTT |
| **Date** | July 2017 |
| **Extension number** | 2577 |

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.