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**Faculty of Science**

**Department of Psychology**

**Technician**

**ZZ003866**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £13,485 - £15,108 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.

For salary calculations you will be paid for 37.125 weeks. The difference between 37.125 and the 33 weeks worked each year covers paid annual leave entitlement and public and statutory holidays. The salary is divided into 12 equal monthly instalments.

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:** | Technician (Term-time only) |
| **Grade:** | 3 |
| **Faculty/Centre:** | Science Faculty |
| **Department/Service:****Location:** | Department of PsychologyKing Henry Building |
| **Position Reference No:** | ZZ003866 |
| **Cost Centre:** | 44068 |
| **Responsible to:** | *Technical Manager* |
| **Responsible for:** | *N/A* |
| **Effective date of job description:** | July 2017 |

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| **Purpose of Job:** |
| The post holder will be a member of the Faculty of Science Technical team and will be employed in the first instance in the Department of Psychology supporting teaching, research, Innovation and commercial activities.The post holder will be required to provide high quality technical support to support the teaching, research and commercial activities for the Department of Psychology as well as providing assistance with the maintenance of equipment and materials in accordance with relevant legislation and University Policies. The post holder will assist with the general hygiene, tidiness, safety and security of the laboratories.It may be necessary for the post holder to assist with work that is outside core working hours and off site, therefore some flexibility is required. |

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| **Key Responsibilities:**  |
| The post holder will deploy his or her skills towards the support of academic staff and student activities, research and consultancy work. Typical activities to be performed are: **Core** **Duties**:1. To prepare and maintain equipment and materials used in practical classes and student projects, and the environments in which they are used
2. Assisting academic staff with the development and testing of experiments used within practical classes and student projects
3. To apply technical knowledge in support of teaching, student projects and research / innovation activity
4. To assist with the preparation of teaching materials using computer packages, potentially including basic programming, app development etc
5. Undertake routine administration in support of the above
6. Carry out basic maintenance testing of equipment and materials within the Department of Psychology, this includes audio visual aid equipment
7. Ensure that the teaching and research areas are kept tidy, maintaining loans records of equipment and materials
8. Assist with Preview and Open days and other associated marketing events providing information to students

**OTHER DUTIES:**1. To communicate with team members and liaise and network with relevant others, to ensure effective working relations
2. To solve basic problems that occur applying knowledge of subject area
3. Assisting with invigilation of examinations
4. Assisting with the electrical testing of portable electrical equipment in accordance with the Electricity at Work Regulations 1989.
5. To participate in performance and development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims
6. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management
7. 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
8. Any other duties as required by the Technical Manager
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| **Working Relationships:**  |
| 1. Psychology Technical Manager
2. Faculty Manager/ Faculty Teams Support Manager/Senior Technical Manager
3. Senior Technician
4. Departmental technical team members
5. Departmental Administration Team
6. Academic & Research Staff
7. Health and Safety Department
8. Estates Department
9. Suppliers of materials/equipment
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**PERSON SPECIFICATION**

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| **No** | **Attributes -**  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Working knowledge of Microsoft Office computer packages | E | AF,S |
|  | Knowledge of Health and Safety in a laboratory setting | E | AF, S |
|  | Experienced in equipment maintenance procedures | E | AF, S |
|  | Previous experience of working with students , academic and research staff in an HE environment | D | AF, S |
|  | Previous experience of testing electrical equipment | D | AF, S |
|  | Experienced in the operation and repair of basic laboratory equipment including routine maintenance procedures | D | AF,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Able to work to good laboratory practice standards | E | AF,S |
|  | Ability to assist and support student practical classes | E | AF, S |
|  | Ability to solve basic problems when they occur | E | AF, S |
|  | Ability to deal with staff and student requests effectively | E | AF, S |
|  | Demonstrate good interpersonal and communication skills | E | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | BTeC or equivalent in a computing / IT related subject | E | AF, S |
|  | A City and Guilds portable electrical appliance testing qualification (or willingness to train for this) | D | AF, S |
|  | H & S Executive recognised First Aid Certificate (or willingness to train for this) | D | AF,S |
| **4.** | **Other Requirements** |  |  |
|  | An interest in computer programming / IT . developing apps or similar | E | AF, S |
|  | Committed to providing a high quality service to students and staff | E | AF, S |
|  | Ability to work effectively as part of a team | E | AF, S |
|  | Ability to understand and work to deadlines, prioritising own tasks accordingly | E | AF, S |
|  | Reliable, organised and conscientious  | E | AF,S |
|  | Enthusiastic about science | E | AF, S |
|  | Comfortable in a changing environment | E | AF,S |
|  | Professional and flexible attitude to working hours, and standards | E | AF,S |
|  | Committed to learning new skills | 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/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **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)  |  |
| 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  |  |
| 1. Genetically Modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment
 | √ | 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)  | 23. Workplace stressors (e.g. workload, relationships, job role etc)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Dave Forrester |
| **Date** | July 2017 |
| **Extension number** | 6325 |

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