

**Faculty of Technology**

**School of Engineering**

**Technical Administrator**

**ZZ003969**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £18,940 – £21,220 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.

Leave entitlement is 32 working days per annum. 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:** | Technical Administrator  |
| **Faculty/Centre:** | Technology |
| **Department/Service:****Location:** | School of Engineering Anglesea Building  |
| **Grade:** | 3 |
| **Position Reference No:** | ZZ003969  |
| **Responsible to:** | Principal School Manager  |
| **Responsible for:** | None |
| **Effective date of job description:** | May 2017 |

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| **Purpose of Job:** |
| The post holder will provide a range of services to the staff and students of the School of Engineering and where necessary the Faculty as a whole.To provide technical ordering service, distribution of technical equipment, deliveries of general orders and chemicals and administrative support to the Principal School Manager/Technical Manager and their teams. To assist the Principal School Manager/Technical Manager and their teams at peak times as required. |
| **Key Responsibilities:** |
| The post holder will provide a range of services to technology staff and students in the following areas: * To assist staff and students in the purchasing of equipment, materials etc. and place orders as required, providing a financial service to the School, and assisting the Faculty Finance Team in processing orders.
* Update equipment maintenance and replacement records ensuring that regular relevant checks are carried out, recorded and reported.
* Develop and maintain spreadsheets and databases for (stock control) School equipment and materials, to provide information to Principal School/Technical Manager, which ensures Faculty records are up to date.
* Working with the Principal School/Technical Managers to assist in the provision of technical resource and administrative support within the School.
* Goods inwards - Oversee receipt of goods, check requisitions and internal distribution to end user in a timely manner.
* To action any problems with incoming goods including arranging for returns and liaising with external companies.
* To provide details of expenditure on student projects as required.
* Assist in maintaining the Portable Appliance Testing (PAT) Schedule.
* Assist in the provision of Electrical testing services if required.
* To undertake public counter duties as required, this involves dealing with enquires from staff, student, visitors and members of the public.
* To ensure that all storage spaces are routinely inspected and sorted to make space for new filing.
* To assist School Office staff with the filing and disposal records in accordance with University policies and procedures.
* At all times work with due regard to Health and Safety requirements.
* To communicate with team members by liaising and networking with relevant others, to ensure good and effective working relations.
* To work flexibly as a member of the school professional structure.
* Any other duties as required by the Principal School Manager.
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| **Working Relationships (key individuals the job holder would be working with):** |
| * Engineering Principal School Manager
* Technical Manager
* Faculty Finance Manager
* Faculty Manager
* Technical Staff
* Administrative staff
* Academic staff
* Estates
* Purchasing
* Health and Safety Office
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Knowledge and experience of working with financial processes | E | AF, S |
| 1.2 | Knowledge of stock control | E | AF, S |
| 1.3 | Experienced in dealing with customers and suppliers. | E | AF, S |
| 1.4 | Knowledge & experience of updating spreadsheets and databases and processing data accurately | E | AF, S |
| 1.5 | Experience of working in a multidiscipline post | E | AF, S |
| 1.6 | Experience of Health and Safety requirements | E | AF, S |
| 1.7 | Working knowledge of COSHH regulations | D | AF, S |
| 1.8 | Knowledge of Electronic Engineering | D | AF, S |
| 1.9 | Knowledge of updating databases  | D | AF, S |
| 1.10 | Familiar with an Engineering discipline | D | AF,S |
| 1.11 | Knowledge of finance regulations | D | AF, S  |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Excellent IT skills, including experience in the use of word processing, spreadsheets and databases | E | AF, S |
| 2.2 | Ability to assist in solving problems when they occur | E | AF, S |
| 2.2 | Good organisational skills and attention to detail | E | AF, S |
| 2.3 | Good interpersonal skills and ability to communicate with people at levels | E | AF, S |
| 2.4 | Ability to prioritise effectively | E | AF, S |
| 2.5 | Ability to work under pressure and unsupervised  | E | AF, S |
| 2.6 | Excellent written and verbal skills including telephone manner | E | AF, S |
| 2.7 | Use of spreadsheet analysis tools | E | AF, S |
| 2.8 | Working knowledge of COSHH regulations | D | AF, S |
| **3.**  | **Education &/or Training** |  |  |
| 3.1 | Qualification in Electrical and Electronic Engineering or equivalent working knowledge  | E | AF, S |
| 3.2 | Minimum of 5 GCSEs at grade B or above (including English and Maths)  | E | AF, S |
| 3.3 | Willingness to undertake the C&G level 3 PAT qualification | D | AF, S |
| **4.** | **Other Requirements** |  |  |
| 4.1 | A flexible approach – willingness to work across all areas of the school/faculty | E | AF, S |
| 4.2 | Positive attitude | E | AF, S |
| 4.3 | Self-motivated | E | AF, S |
| 4.4 | Good team player | E | AF, S |
| 4.5 | Ability to deal with interruptions and conflicting demands | E | AF, S |
| 4.6 | Ability to work outside of normal office hours | 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/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)  | 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
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working)
 | X | 19. Compressed gases | X |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding | X |
| 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)** | ANDREW PARRY |
| **Date** | May 2017 |
| **Extension number** | 2338  |

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.