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**Faculty of Technology**

**Faculty Office**

**Senior Technician in Digital Electronics**

**ZZ600951-3**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £29,762 - £32,411 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.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

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.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

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

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.

For information on how to find our campus and the navigation of buildings (including accessibility), please see <https://www.accessable.co.uk/university-of-portsmouth> (click on the Access Guides tab at the top of the page, and then click on "view all access guides".



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Technician in Digital Electronics |
| **Grade:** | 5 |
| **Faculty/Centre:** | Technology  |
| **Department/Service:****Location:** | Faculty of Technology – Various Anglesea Building |
| **Position Reference No:** | ZZ600951-3 |
| **Responsible to:** | Faculty Technical Resources Manager |
| **Responsible for:** | N/A |
| **Effective date of job description:** | February 2023 |

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| **Context:** |
| The Faculty of Technology is dedicated to provide industrially relevant education and professionaldevelopment of highest quality and offers a wide range of undergraduate and postgraduate degree. This post will primarily provide support in our Electronics area of the Faculty with a particular focus on digital electronic including microcontrollers, programmable logic, real time embedded systems and VHDL. |

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| **Purpose of Job:** |
| As part of the Faculty’s technical team, the post will provide operational support to a broad range of technical services provision across the Faculty, 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 spend the majority of their time in our electronics labs helping support students during classes or advising on aspects of their projects. There will also be the requirement to help train other staff and help devise and build new and novel equipment from time to time in order to support teaching and research. Although the majority of the post holders time will be spent in electronics, this role is one in which flexibility and adaptability are key as the post holder will need to provide support across the whole Faculty including occasionally supporting activities outside of their field. |

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| **Key Responsibilities:****Supervision**Supervision of Lead Technicians/Technicians/Technical Assistants engaged in work across the Faculty.* 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
* 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
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| **Core Duties of a Senior Technician:**1. Be responsible for and a broad range of equipment and materials used within the Faculty of Technology ensuring stocks are maintained
2. To monitor Laboratory stock levels and re-order when necessary, ensuring that the necessary and materials are available for the smooth running of practical teaching / research / laboratory / experiment sessions.
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. Fault finding, and repair or organising repair of Laboratory equipment.
5. Assisting academic staff with the development and testing of specific experiments used within practical classes and student projects
6. Apply technical knowledge in support of teaching, student projects and research activity
7. Undertake routine administration in support of the above
8. Carry out maintenance and testing of specific equipment and materials within the School.
9. Ensure that the teaching and research areas are kept tidy and to apply the appropriate health and safety precautions in the workplace
10. Assist the Technical Manager, Academic and Technical staff with the preparation of risk and COSHH assessments in accordance with COSHH Regulations.
11. In consultation with the Technical Managers assist in the Schools/Faculty portable electrical testing (PAT) in accordance with the Electricity at Work Regulations.
12. Assist with Preview and Open days and other associated marketing events providing information to students
13. 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 relations
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 and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims
5. 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
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 Faculty Manager and Technical Managers.
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| **Working Relationships:** |
| 1. Technical Managers
2. Technical staff and Scientific Officers
3. Faculty Manager
4. Head of School
5. Academic Staff
 | 1. School Administration Team
2. Research Staff/Students
3. Undergraduate and Postgraduate Students
4. 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 Digital Electronics and Microcontroller Systems within an electronics environment | E | AF, S |
| 1.2 | Practical subject knowledge of analogue electronics | E | AF, S |
| 1.3 | Previous experience of testing electrical equipment | E | AF, S |
| 1.4 | Fault finding, and repair of Laboratory equipment | E | AF, S |
| 1.5 | Practical wiring and soldering skills | E | AF, S |
| 1.6 | Knowledge of commonly used Programming languages | E | AF, S |
| 1.7 | Knowledge of Microsoft Office computer package | E | AF, S |
| 1.8 | Knowledge of Health and Safety in the workplace | E | AF, S |
| 1.9 | Previous experience of working with students | D | AF, S |
| 1.10 | Previous experience of demonstrating equipment and techniques to students | D | AF, S |
| 1.11 | Previous experience of supervising staff and delegating work | D | AF, S |
| 1.12 | Experience and knowledge of carrying out risk assessments | D | AF, S |
| 1.13 | Previous experience of portable appliance testing (P.A.T) | D | AF, S |
| 1.14 | Experience of PCB design  | 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 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 understand the purpose of equipment and how it works without necessarily having prior knowledge. | E | AF, S |
| 2.7 | Assist in the purchase of equipment and materials | E | AF, S |
| 2.8 | Ability to work to a high analytical standard | D | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
| 3.1 | Degree in Electronic Engineering or equivalent industrial experience | E | AF, S |
| 3.2 | 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 |
| 4.7 | Willing to develop new knowledge in different subject areas outside of area of expertise. | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

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

**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, welding fume)  | x |
| 2. Manual Handling (of loads/people)  | x | 14. Working at height | x |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water  |  |
| 4. Genetically modified Organisms  |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA  | x | 17. Vibrating tools  | x |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment |  | 19. Compressed gases | x |
| 8. Repetitive tasks (e.g. pipette use, etc)  |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation x | 21. Soil/bio-aerosols |  |
| 10. Asbestos and/or lead  | 22. Nanomaterials x |
| 11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only)  | 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** | February 2023 |
| **Extension number** | 2433 |

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.