

Job Description

Job title:	Electronics Teaching Support Technician
Department/School:	Department of Electronic & Electrical Engineering
Grade:	5
Location:	2 East Laboratories

Job purpose

To work as part of a team of multi skilled technicians providing high quality support for the teaching programme within the Department and the Faculty of Engineering and Design. Skills provided by the team include the use, commissioning and configuration of electronic test systems, IT systems expertise, electronic and electrical circuit design, testing and construction, electrical safety testing and inspection (PAT). To design, support and maintain electronic systems used in teaching laboratory rigs, including Microprocessor systems, computer programming and software development. The team are responsible for ensuring a safe environment for students and colleagues and also contribute to the teaching and supervision of undergraduates during laboratory sessions and project activities.

Source and nature of management provided

The post holder will be line managed by the Senior Technician but will work closely with the Technical Manager and members of academic staff within the Department and the Faculty.

Staff management responsibility

The post holder will be responsible for managing their own time and workload under the guidance of the Senior Technician.

Career and Professional Development Activities

To be identified through the annual Staff Development Performance Review (SDPR) process.

From time to time you may be asked to assist in the facilitation of CPD activities, with administrative tasks, and with research based activities.
This will form part of your substantive role and you will not receive additional payment for these activities.

Main duties and responsibilities	
Using a high degree of technical expertise, provide technical support for the teaching programme across the Faculty, advising and assisting academic, research and technical staff and students at all levels.	
<i>To carry out the following under the direction of the Senior Technician:</i>	
1	To develop, construct and modify components, assemblies and specialist electronic and electrical equipment to a high level of quality, as required to support teaching programme requirements.
2	To supervise students in the teaching and project laboratories
3	To modify, maintain, service and repair electronic and electrical laboratory test equipment.
4	To check, maintain and clean laboratory tools and equipment and to maintain a safe, clean and tidy working environment.
5	To advise and assist students and staff with the design, construction and provision of laboratory equipment and project rigs.
6	To demonstrate laboratory techniques and the correct use of systems, tools and test equipment to students and colleagues.
7	To work as part of a team providing a high quality service to the Department and Faculty.
8	To maintain records of timekeeping and tasks completed.
9	To be responsible for assigned laboratory space (as co-custodian) and to keep and maintain equipment inventory lists.
10	To test equipment within the Department and wider Faculty for electrical safety (PAT).
11	To ensure safe working practices are followed, legislative requirements are met and University safety policy and procedures are adhered to at all times within the Departmental workspace.
12	To assist in the design, manufacture and fabrication of PCBs and assemblies.
13	To contribute to the development and improvement of the existing and future laboratory teaching programme.
14	To assist with the provision of technical support for research and commercial activities within the Department

Supervision

Line Manager:-
Supervisor:

Technical Manager
Senior Technician

Supervision received:

Senior Technician – operational management of the team, allocates tasks, maintains appropriate records.

Technical Manager – strategic management of the team, personnel related issues, buildings and infrastructure.

Supervision given:

None

Special Conditions

The job involves working when directed in any of the Faculty or Departments specialist laboratories or workshops.

Lifting and handling of heavy and/or large objects is a necessity although training will be given and lifting/handling aids are provided when appropriate.

Contact with chemicals (mainly solvents & adhesives) oils and fuels is sometimes part of the job and again PPE is provided alongside COSHH sheets for the materials.

Normal University flexitime rules apply with the proviso that scheduled laboratory support must be met.

May occasionally be required to work in close proximity to live electrical installations, specialist training and appropriate PPE will be provided.

The Department operates a lab custodian system; the post holder will be expected to assume responsibility for the electronic and instrumentation equipment in certain defined laboratory spaces.

Other Related Activities and Functions

To be flexible and to assist with technical duties in other Faculty of Engineering & Design departments as and when required to do so.



Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
Qualifications C&G or BTEC Higher National Certificate / Diploma or equivalent in an engineering subject. Degree in a relevant Engineering or Science discipline	X	X	X X	I	T
Experience/Knowledge Served a recognised Engineering/Technical apprenticeship or equivalent, with substantial experience in an engineering or scientific environment. Previous experience of working in an electronics manufacturing or research and development environment and an understanding of the issues which may arise in such a facility.		X X	X X		
Skills Ability to use soldering equipment Knowledge of Computer Aided Design (CAD) and Computer Aided Manufacture (CAM) software packages Software development & programming experience Ability to work independently with minimal supervision.	X X	 X X	X X X X	 X X	

Appendix B

Ability to work as part of a team with excellent interpersonal skills.	X		X	X	
Ability to work with efficiency and accuracy while prioritising workload to meet deadlines.	X		X	X	
Competence in the use of IT systems	X		X	X	
Previous experience working with students and / or researchers.		X	X	X	
Attributes					
Ability to work in a team	X			X	
IT literate	X			X	
Good interpersonal skills	X			X	
Good communicator	X			X	

Code: A/F – Application form, I/T – Interview/Test, R – References