

Job Description

Job title:	Technician (Student Workshop)
Department/School:	Engineering & Design Technical Services (Department of Mechanical Engineering)
Grade:	5
Location:	University of Bath premises

Job purpose

Based mainly in the Department of Mechanical Engineering student workshop, the post-holder will work as part of a team of multi-skilled technicians to provide technical support to both teaching and research in the Department. Amongst the work the team supports are timetabled undergraduate teaching sessions, numerous student competition teams and a wide range of research activities.

The role requires use of conventional machine tools (milling machines, lathes) with the opportunity to progress onto CNC machine tools, where training would be provided. The post-holder will contribute to the teaching and supervision of undergraduates in the use of machine/hand tools and during final year individual research projects. The team also provide skills in welding/fabrication in steel, stainless steel and aluminium together with bench fitting and assembly.

Source and nature of management provided

Senior Technician – day-to-day supervision of the student workshop team

Technical Supervisor (Laboratories) – supervision of the wider technical team within the Department's laboratory facilities

Staff management responsibility

None

Special conditions

The following duties are an essential part of the role:

- Standing for long periods of time
- Operation of workshop machinery and tools (potential exposure to sharp objects, dust, noise and fumes).
- Lifting and handling of large and/or heavy objects
- Contact with hazardous substances such as oils, fuels, lubricants

- Vibrating machinery
- High pressure equipment

Where such hazards or others not listed exist, appropriate inductions and health and safety controls/equipment are in place and will be expected to be followed by those affected.

Any offer of employment is subject to a satisfactory occupational health assessment.

The normal University Flexi-time scheme applies with the proviso that scheduled laboratory/workshop support must be met.

Main duties and responsibilities

Professional practice

1	Work as part of a team to provide technical support, advice and guidance to a range of stakeholders. Liaison with stakeholders to ensure effective delivery of service.
2	Preparing and following protocols, techniques and basic standard operating procedures in area of responsibility.
3	Operation, maintenance, troubleshooting and repair of workshop/laboratory equipment.
4	Training others in relevant techniques, processes and procedures.
5	To identify and assess the risk of hazards within area of responsibility and write risk and COSHH assessments. To provide H&S guidance and support to others.
6	Maintain and update knowledge and skills by participation in appropriate and regular CPD activities.
7	To be flexible and responsive based on service need. To be proactive in identifying, acting on and reporting needs within the area of support.

The student experience

8	Provide services, training, guidance and supervision to students carrying out their studies and research projects.
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Leadership and management

9	Provide training & supervision to other members of staff in areas of expertise/responsibility as required.
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Planning and organising resources

10	Plan, manage and prioritise own workload to effectively carry out duties.
11	To be responsible for and maintain records of stocks of equipment and materials, including procurement of new and replacement resources.

12	To maintain a professional presentation of the laboratory/workshop environment, cleaning and tidying within area of responsibility, effective organisation of resources and ensuring other users follow suit.
13	Liaise with service engineers, contractors or Estates staff to ensure timely repair/servicing of equipment and services.
Governance and compliance	
14	To be aware of and comply with all statutory and University safety protocols, and to help ensure these are communicated and implemented in your areas.
<p>Although mainly based in the student workshop, the job may involve at times working in any of the Department's specialist laboratories. You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.</p> <p>You are required to follow all University policies and procedures at all times and take account of University guidance.</p>	

Person Specification

Criteria	Essential	Desirable
Qualifications		
Relevant qualifications at GCSE level or equivalent	✓	
Relevant HNC qualification or equivalent		✓
Appropriate professional registration		✓
Experience/Knowledge		
Work experience in a relevant field		✓
Demonstrated knowledge in the area covered by the role	✓	
Demonstrated awareness of latest health and safety and compliance considerations in the field	✓	
Skills		
Ability to organise and prioritise workload to meet required deadlines	✓	
Ability to search out relevant information and stay up-to-date in field	✓	
Excellent verbal, interpersonal and written communication skills	✓	
Competent in IT packages as appropriate to area of specialism	✓	
Attributes		
Commitment to working within professional and ethical codes of conduct	✓	
Able to communicate to a wide range of stakeholders	✓	
Commitment to safe working practices	✓	
Able to work independently with minimal supervision	✓	
Effective team worker	✓	
Able to interpret and follow protocols and take guidance	✓	