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**Job Description**

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| **Job title:**  | **Specialist Technician – Electronics & Software** |
| **Department/School:** | **Faculty of Engineering and Design** |
| **Grade:** | **6** |
| **Location:** | **University of Bath premises** |

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| **Job purpose** |
| To work as part of a team of multi skilled technical staff providing technical guidance and support in the design, development of experimental and prototype systems for the teaching and research activities across the faculty. The post holder will be skilled in the commissioning of data acquisition (DAQ) and control systems, have general programming and IT systems experience, and be able to maintain computer-based systems that support the University’s research and teaching interests.The post holder may also be involved in the supervision of undergraduate students during laboratory sessions and project activities. |

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| **Source and nature of management provided**  |
| The post holder will be line managed by the Instrumentation Services Technical Supervisor but will work closely with both academic and research staff across the various Faculty and Departmental research groups |

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| **Staff management responsibility** |
| *The direct supervision of students / researchers as required.* |

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| **Special conditions**  |
| *.*None |

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| **Main duties and responsibilities**  |
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| 1. **People**
 | The role holder will: * Maintain and manage their personal development plan.
* Take part in communities of practice (either formally constituted or otherwise) relevant to their area(s) of expertise.
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| 1. **Service Delivery**
 | The role holder will:  * Proactively engage with relevant staff members (including technical and academic) to communicate relevant updates to health and safety documentation.
* Provide technical support for experiments and research projects, including inductions and training of staff and students in the safe use and basic operation of equipment.
* Provide technical support and/or training for undergraduate and post graduate work.
* Provide technical advice and guidance, for example, on the design of experiments or bespoke equipment.
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| 1. **Facilities & Resources**
 | Within their area of specialism, the role holder is responsible for: * Ensuring machines and equipment are maintained and in good repair, with the associated paperwork audit/certification kept up to date.
* Management of stock, layout and clearing up of any kit/equipment/consumables
* Audits of assets, materials and storage arrangements of higher risk hazards and/or parts associated with equipment/instrumentation.
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| 1. **Compliance**
 | The role holder is responsible for: * Maintaining up to date knowledge of health and safety practice/legislation in order to provide a safe and effective technical service.
* Proactively ensuring that any functionality and safety issues are appropriately addressed within their area by self and others.
* Ensuring that records are maintained and updated to demonstrate compliance with department/University policy and H&S regulations.
* Engaging with relevant specialists as necessary and demonstrating and encouraging good health and safety practice.
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| 1. **Stakeholder Management**
 | The role holder will: * Act as a contact point for service engineers/students/staff, supporting the resolution of technical issues or incidents within their area of work.
* Act as named point of contact with outside organisations where applicable
* Communicate effectively with team, demonstrators, students, academics, and others in delivery of service
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**Person Specification**

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| **Criteria:  Qualifications and Training**   | **Essential**  | **Desirable**  |
| Relevant qualifications at [A-level or degree level] or equivalent or experience working in a relevant field  | √  |   |
| Relevant HNC qualification or equivalent  |  | √  |
| Working towards appropriate professional registration  |   | √  |

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| **Criteria:  Knowledge and Experience**   | **Essential**  | **Desirable**  |
| A track record of developing and upholding sound theoretical approaches to the application of science and/or engineering and technology in practice    |  | √ |
| Demonstrable ability to examine, understand and assess relevant scientific and technology information, concepts and ideas and to suggest solutions to problems  | √ |  |
| Experience of being responsible for safe working practices whilst contributing to their evaluation and improvement  | √ |  |
| Promote and ensure the application of quality standards  | √ |  |
| Experience of being accountable for preparing, developing, and delivering training materials and/or sessions to non-specialists  | √ |  |
| Experience of planning, delivering and overseeing multifaceted projects   |  | √ |
| A track record of contributing to the design, development, and implementation of solutions  | √ |  |
| Demonstrate ability to effectively apply relevant codes of conduct and practice  | √ |  |
| Show willingness to contribute to your own continuous performance improvement  | √ |  |
| A demonstrable commitment to continuous personal professional development activities through continuing advancement of own knowledge, understanding and competence  | √ |  |

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| **Criteria: Skills and Aptitudes**   | **Essential**  | **Desirable**  |
| Able to communicate effectively with a broad range of audiences  | √ |   |
| Good interpersonal and communication skills  | √ |   |
| Proven ability to maintain effective working relationships, collaborative working practices, and problem solving within teams | √ |  |
| Able to work autonomously or as part of a team, and to modify practice as appropriate.  | √ |   |
| Ability to apply relevant scientific and technical knowledge to all aspects of their work, including, but not limited to, problem solving and evaluation  | √ |   |