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**Job Description**

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| **Job title:** | **Technical Specialist - Student Workshop**  |
| **Department/School:** | **Department Services****Department of Mechanical Engineering** |
| **Grade:** | **Technical Grade 6** |
| **Location:** | **University of Bath premises** |

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| **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 the use of conventional machine tools (milling machines, lathes, etc) as well as, if applicable, the use of CNC machines for more complex machining requirements. The post-holder will contribute to the teaching and supervision of undergraduates in the use of machine/hand tools during their 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.The post-holder will also be required to oversee student activities in the Workshop and carry out inductions to ensure safe working at all times. This is a student-facing role, so the post-holder needs to be confident working and communicating with a diverse student population, however training in this regard will be provided if necessary.In addition, the post-holder will assist the Apprentice Supervisor in providing training, development and support for apprentice technicians, supporting their development and contributing to their workload and training schedule. |

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| **Source and nature of management provided**  |
| **Technical Supervisor (Laboratories)** – supervision of the wider technical team within the Department’s laboratory facilities |

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| **Staff management responsibility** |
| Mechanical engineering apprentices, trainees, undergraduate students and any departmental staff who require training in the use of machine tools, fitting and assembly disciplines. |

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

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| **Main duties and responsibilities**  |
| Main duties of this role include:* Supporting Undergraduate Students in Design and Manufacture of Components and Test rigs for Final Year Projects.
* Supporting Students and Researchers in research activities carried out in the Student Workshop and the wider department
* Supporting undergraduate teaching labs by instructing and supervising students in basic machining and fitting activities.
* Carrying out Health and Safety Inductions for students and staff
* Maintenance and service of Machines and Equipment within the labs.
* Providing a structured development programme for apprentice technicians and providing guidance and support to achieve it.
* Liaising with apprentice’s educational setting to monitor progress and performance
* Manufacture of complex components using CNC machine tools
* Supervisory responsibility for all staff and students who are active in the student workshop
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| 1. **People**
 | The role holder will: * Maintain and manage their personal development plan with the support of their line manager.
* Proactively engage with relevant CPD opportunities
* Take part in communities of practice (either formally constituted or otherwise) relevant to their area(s) of expertise
* Share their knowledge and understanding of area of expertise within the team by proactively engaging with and contributing to discussions during team meetings
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| 1. **Service Delivery**
 | The role holder will: * Provide inductions and training to staff and students in the safe use and basic operation of equipment
* Plan for and prepare materials/equipment for teaching & research activities
* Ensure support for Departmental communal teaching and research facilities.
* Carry out further duties as appropriate or instructed within area of support
* Provide technical support for experimental & project work, including undergraduate projects.
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| 1. **Facilities & Resources**
 | Within their area of specialism, the role holder is responsible for: * Ensuring instrumentation and equipment are maintained and in good repair, with the associated paperwork audit/certification kept up to date
* Monitoring and coordination of stock, layout and clearing up of any kit/equipment/consumables
* [Assist with] 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.
* Drafting original risk assessments and Standard Operating Procedures (SOPs) for area of responsibility, including for new processes.
* Proactively ensure 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 departmental/University policy and health and safety 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/contractors/Estates, supporting the resolution of technical issues or incidents within their area of work
* Communicate effectively with team members, 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 GCSE level and City and Guilds or equivalent or experience working in a relevant field  | √ |  |
| Relevant qualifications at A-level, HNC or equivalent   |  | √ |
| Working towards appropriate professional registration  |  | √ |
| Served a recognised engineering machining apprenticeship or have significant and demonstrable equivalent experience | √ |  |

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| **Criteria:  Knowledge and Experience**   | **Essential**  | **Desirable**  |
| A track record of upholding and applying 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 contributing to the scoping, planning and delivery of simple and more complex 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  | √ |  |
| Able to establish and uphold productive working relationships and an ability to resolve problems  | √ |  |
| 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  |  | √ |