



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Technician				
DEPARTMENT	School of Engineering				
LOCATION	Brayford Campus				
JOB NUMBER	COS607	GRADE	5	DATE	November 2018
REPORTS TO	Technical Resource Manager				

CONTEXT

The School of Engineering operates various laboratories including Laser, Metrology, Biofuels, Statics and Dynamics, Electrical and has a range of other research laboratory and workshop spaces. The School delivers undergraduate and postgraduate degree programmes in Electrical and Mechanical Engineering and provides research facilities for the Energy and Systems Research Groups.

JOB PURPOSE

The role provides highly specialist technical support to teaching staff and research teams by preparing and overseeing the practical delivery of teaching classes. The role will also operate, maintain and develop laboratory and research equipment and/or apparatus and ensure the smooth running of a laboratory or research facility.

KEY RESPONSIBILITIES

General

- Interpretation of customer requirements to produce solutions and/or advice to produce a high level of learning support.
- Thorough understanding of the techniques and procedures of complex processes or specialised systems.
- Writing of complex instruction sheets and guidance material.
- Act as a point of reference for other team members for guidance and advice.
- Liaise with colleagues and external clients to build relationships and contacts.
- Involvement in determining the delivery of service within the area.
- Decision making on routine matters in consultation with colleagues.
- Carry out tasks requiring a high level of physical or sensory techniques.
- Provide regular demonstration and guidance to others in the team.
- Train or instruct students on standard tasks or activities that require them to assess competency and provide feedback.
- Work autonomously and independently, planning and organising workload to meet the requirements of staff and students within the School, when required.
- Fabrication/manufacture of teaching and research equipment/aids.
- Maintain Engineering records.
- Comply with all applicable Health and Safety requirements.
- Be available to work occasional University Open Days (Saturday).

Preparation of Experiments, Machinery and Equipment

- Lift, carry and set up equipment and prepare materials for teaching and/or research. Provide assistance in conducting experiments and using the equipment.
- Use hand tools and metal working machinery to produce student project, teaching and research equipment/aids.
- Work closely with Academic staff to determine the level of delivery that is required for students.

Demonstration of Procedures

- Demonstrate practical procedures and techniques to undergraduates during practical classes, when requested by the Academic in charge.

- Be responsible for coaching and guiding Academic staff and students in the techniques, procedures, complex processes and specialist systems.
- Be responsible for producing written complex instruction sheets and guides for students to use in the laboratory or workshop.
- As required introduce individuals to the workplace and tailor the process to the differing needs of the learners.

Provision of Technical Advice

- Provide technical advice to undergraduate project and research students and researchers in the design of experiments or equipment.
- Advise Managers and Academic staff on developments in laboratory/workshop procedures/methods and new equipment (including costs) that may be available and how this would benefit the area and students.
- Be main point of reference to colleagues for guidance and advice in all aspects of laboratory/workshop processes and equipment.
- Advise on the operational timetable for academic planning activities as well as in respect of space planning.

Liaison and Networking

- Where directed by the Line Manager, attend internal and external working parties or committees.
- Build and maintain relationships with colleagues across the University and external parties, e.g. suppliers, contractors etc.

Maintenance and Repair of Equipment/Apparatus

- Responsible for maintaining and repairing equipment and liaison with external companies to oversee repair or replacement.

Collation of Results

- Prepare and collate results for interpretation by self and others. Use results to make changes to experiments.

Development of Methods of Testing and Practices

- Develop new or improved methods of testing and demonstrating practices.

Health and Safety

- Contribute towards ensuring Health and Safety regulations are followed. Conduct risk /COSHH assessment. Instruct students in safe working practices including overseeing activities in the labs.

Stock Control and Ordering
<ul style="list-style-type: none">Monitoring of resources including the sourcing of suppliers and new equipment. Placing orders when required including monitoring of expenditure within a set budget.Maintain Engineering records.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none">Head of SchoolSchool AcademicsSchool Programme LeadersDepartmental academic, administrative, technical and learning support staffHealth and Safety DepartmentEstates DepartmentICT DepartmentStudents	<ul style="list-style-type: none">Relevant academic and professional groupsRelevant national, regional and international networksMaterials suppliers and contractors



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UNIVERSITY OF LINCOLN PERSON SPECIFICATION

JOB TITLE	Technician	JOB NUMBER	COS111
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
HNC level qualification or equivalent experience	E	A
Experience:		
Previous experience of working in a laboratory / workshop environment	E	A/I
Previous experience of using metal working machinery e.g. lathes, drills etc.	E	A/I
Previous experience in supporting, testing or purchasing workshop / laboratory equipment	E	A/I
Previous experience in helping or training others in a workshop or laboratory setting	E	A/I
Skills and Knowledge:		
Technical working knowledge of all specialist equipment relating to delivered programmes and research	E	A/I
Appropriate IT skills	E	A/I
Good written and verbal communication skills to enable explanation of technical issues and processes	E	A/I
Budgeting skills	E	A/I
Competencies and Personal Attributes:		
Enthusiastic and flexible approach to work	E	I
Effective team worker	E	A/I
Able to work confidentially	E	I
Customer orientated approach to work	E	I
Professional and courteous manner	E	I
Proactive and able to demonstrate initiative	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	MG	HRBP	SP
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