



**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

<b>JOB TITLE</b>	Technician				
<b>DEPARTMENT</b>	School of Geography				
<b>LOCATION</b>	Brayford				
<b>JOB NUMBER</b>	COS651	<b>GRADE</b>	5	<b>DATE</b>	May 2019
<b>REPORTS TO</b>	Head of School/Senior Technician				

**CONTEXT**

The University of Lincoln has recently established a new School of Geography within the College of Science, with the first cohort of Undergraduate students joining us in September 2017. The new School is establishing interdisciplinary programmes in Physical and Human Geography, complementary to, and extending the University's existing portfolio. This will enhance the University's existing research which has distinctive "local to global" character.

The School of Geography will focus on the 'Inhabited Earth' with particular emphasis on the safety and health aspects of global environments. With the world's population divided between urban centres and rural populations, we will also include social issues that affect both, such as crime and deprivation, as well as pollution and natural hazards notably floods and droughts.

There are close links with the new interdisciplinary Lincoln Centre for Water and Planetary Health as it is our intention that our students become technically and conceptually equipped by linking their learning to this research environment. Their lives and capabilities will be enhanced by close relationships with academics who are confronting 21st century practical environmental challenges.

The Technician posts are key to establishing a dynamic and modern science environment for the academic Schools. The post holder will have specialist skills in spatial analysis and data visualisation and the technical expertise to maintain IT facilities and provide high quality support for our taught courses and research. The post holder will be dynamic and adaptable with a 'can do' approach. They will demonstrate a dedication to working within multidisciplinary teams and have an enthusiasm for success; working flexibly as appropriate. Where applicable training in specific techniques and processes will form part of the post holders personal development plan.

**JOB PURPOSE**

The role provides specialist technical support to teaching staff and research teams by preparing and overseeing the practical delivery of IT teaching classes. The role will also utilise, maintain and develop IT capabilities, particularly those related spatial data analysis and visualisation, including Geographic Information Systems (GIS).

## 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.
- 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.

### Preparation of Experiences, Machinery and Equipment

- Set up technical equipment/software and prepare materials for teaching and/or research.
- Provide technical advice/demonstrations to students, staff and research teams in the use of technical equipment, facilities and software.
- Work closely with academic staff to determine the level of delivery and support 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 IT systems/software.
- Be responsible for producing written complex instruction sheets and guides for students to use in the IT/GIS classes and student projects.
- As required introduce individuals to IT/GIS systems 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 IT/GIS related work/projects.
- Advise Managers and Academic staff on developments in IT/GIS 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 IT/GIS 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 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/software 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 IT/GIS procedures.

#### **Development of Methods of Testing and Practices**

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

#### **Health and Safety**

- Contribute towards ensuring safety regulations are followed.
- Conduct risk assessment.
- Instruct students in safe working practices.

#### **Stock Control and Ordering**

- Monitoring of resources including the sourcing of suppliers and new equipment.
- Placing orders when required including monitoring of expenditure within a set budget.

**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

### Scope and dimensions of the role

This role will support all academic staff involved in IT- and GIS-related teaching and research throughout the School of Geography. The duties and responsibilities of this role include the support of IT- and GIS workshops at all levels of the School's teaching, including the existing BSc, BA, MSc by research and MPhil/PhD. Furthermore, the role would support ongoing and future research activities, including the processing of drone imagery and the preparation of publication-quality maps and figures.

### Key working relationships/networks

Internal	External
<ul style="list-style-type: none"><li>• Dean of Faculty</li><li>• Head of School</li><li>• Senior Academics</li><li>• Programme Leaders</li><li>• Departmental academic, administrative, technical and learning support staff</li><li>• Health and Safety Officers</li><li>• Students</li></ul>	<ul style="list-style-type: none"><li>• Relevant academic and professional groups</li><li>• Relevant national, regional and international networks</li><li>• Materials suppliers and contractors</li></ul>



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PERSON SPECIFICATION**

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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
HNC level qualification or equivalent experience	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Previous experience with (spatial) data analysis, Geographic Information Systems (GIS) and data visualisation	<b>E</b>	<b>A</b>
Teaching/demonstrating experience	<b>D</b>	<b>A/I</b>
<b>Skills and Knowledge:</b>		
Proficiency in Microsoft Office suite, including expert knowledge on data analysis and visualisation in Excel	<b>E</b>	<b>A/I</b>
Expertise in spatial analysis and GIS (preferably ArcGIS, but also QGIS, GRASS, ENVI or others)	<b>E</b>	<b>A</b>
Basic Programming skills (R, Python, Matlab or others)	<b>D</b>	<b>A/I</b>
Good written & verbal communication skills to enable explanation of technical issues and processes	<b>E</b>	<b>A/I</b>
Budgeting skills	<b>E</b>	<b>A/I</b>
<b>Competencies and Personal Attributes:</b>		
Enthusiastic and flexible approach to work	<b>E</b>	<b>I</b>
Effective team worker	<b>E</b>	<b>A/I</b>
Able to work confidentially	<b>E</b>	<b>A/I</b>
Customer orientated approach to work	<b>E</b>	<b>A/I</b>
Professional and courteous manner	<b>E</b>	<b>A/I</b>
Proactive and able to demonstrate initiative	<b>E</b>	<b>I</b>

**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.

<b>Author</b>	MM	<b>HRBP</b>	SP
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