

## **JOB DESCRIPTION & PERSON SPECIFICATION**

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|------------------------|-------------------------------------------------------------|
| <b>Job Title:</b>      | Technician – Engineering (Electronics)                      |
| <b>Job Ref No:</b>     | REQ000174                                                   |
| <b>Contract type:</b>  | Permanent                                                   |
| <b>Hours per week:</b> | Full Time – 36½ hours per week                              |
| <b>Term-time only:</b> | No                                                          |
| <b>Band:</b>           | C                                                           |
| <b>T&amp;Cs:</b>       | Business Support                                            |
| <b>Salary:</b>         | £18,250 to £20,250 per annum                                |
| <b>Location:</b>       | South & City College Birmingham*                            |
|                        | *Post-holders can be required to work at any College Centre |
| <b>Responsible to:</b> | Head of School                                              |

### **Aims of Job/Job Purpose**

The main responsibility of this role is to support in the day-to-day effective running of the Electrical & Electronic Engineering laboratories directed.

### **Key Accountabilities and Responsibilities**

1. To keep laboratories clean and tidy and ensure standards of hygiene are met and maintained
2. To assist lecturers in all practical classes
3. Be responsible for equipment, first aid requisites, fitting and consumables
4. Log all tools and equipment in and out of tool stores
5. To repair and maintain machines and tooling
6. Keep inventory and stock of all tools and equipment
7. To check that all equipment is in a safe working order at all times
8. Liaise with curriculum staff in ordering tools, consumables, equipment and keep accurate budgetary records

9. Develop work areas and experiments for students use
10. Maintain work areas and experiments
11. Plan and progress a series of jobs, keeping the line manager informed of activity
12. Attend and contribute to the section meetings
13. Prepare practicals for classes as requested by teaching staff
14. Work in other trade areas for the effective support of students and cover for absent colleagues
15. Maintain high standards of health & safety in own work and in the workshop area

### **Other Duties and Responsibilities**

- a) Comply with internal and external quality standards and contribute to the College's strategic aims.
- b) Comply with college policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

## PERSON SPECIFICATION

|                                    |                                                                                                                                                                                                                                                                                                                                                         |                                             |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Education/Qualification            | Have a Level 5 qualification in Electrical & Electronic Engineering                                                                                                                                                                                                                                                                                     | Application Form/Qualification Certificates |
| Specialist Knowledge               | <p>Theoretical understanding and practical experience of working with electronics including producing PCBs.</p> <p>Some programming experience and working with Arduino technology is highly desirable.</p>                                                                                                                                             | Application Form/ Interview/ References     |
| Experience                         | 2 years' experience in the electronics industry.                                                                                                                                                                                                                                                                                                        | Application Form/ Interview/References      |
| Skills and Aptitude                | Flexible approach to working and have the ability to work unsupervised                                                                                                                                                                                                                                                                                  | Application Form/ Interview/References      |
| Personal Attributes/Disposition    | <p>Self motivated</p> <p>Innovative and adaptable to new working practices</p> <p>Willingness and ability to work as a member of a team, including working cooperatively and supportively with colleagues and managers</p> <p>Demonstrate engagement in self-development and willingness to undertake further development and training as required.</p> | Application Form/ Interview/References      |
| Practical Requirements of the Post | <p>Able to work flexibly across college sites</p> <p>Able to work outside of the normal working week, with reasonable notice, as and when required and depending on the needs of the service. This may include occasional evening and weekend working.</p>                                                                                              | Interview                                   |