

### JOB DESCRIPTION

<b>Job Title:</b>	Technician - Engineering FE
<b>Department:</b>	The Department of Engineering and Science
<b>Contract:</b>	Permanent
<b>Salary Range:</b>	£28,031 - £30,378 per annum
<b>Salary Grade:</b>	SS3
<b>Report To:</b>	Head of Engineering and Science
<b>Job Purpose:</b>	<p>To work as part of a dedicated Construction team providing prompt support to staff and students involved in practical activities.</p> <p>The role will involve setting up and supervising practical activities, maintaining equipment and stocks of consumables, and updating resources and facilities in collaboration with the team and Head of Department.</p>
<b>Main Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To support lecturers and students during practical sessions to ensure safe working practices are met.</li> <li>2. Design and deliver regular lab/workshop sessions with learners and accurately log the practical activities by completing observation report/witness statements where required</li> <li>3. Manage and maintain practical lab, workshops and classroom facilities for teaching functions, ensuring all equipment is fit for use; engage with external maintenance contract providers where necessary.</li> <li>4. Liaise with the teaching team to schedule practical activities to ensure sufficient time to set equipment up beforehand and clear away afterwards.</li> <li>5. Prepare sets of equipment, instruction sheets etc. for planned practical activities.</li> <li>6. Maintain stock control, inventory systems and auditing of resources, ensuring an adequate supply of consumable items is maintained.</li> </ol>

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	<ol style="list-style-type: none"> <li>7. Ensure security in the labs is maintained.</li> <li>8. Self-diagnose problems and effect repairs on practical equipment.</li> <li>9. Troubleshoot hardware and software issues in the labs and ensure software is updated as required.</li> <li>10. Have an active involvement in wider School projects</li> <li>11. Demonstrate the operation of key equipment for visitors, students and to support the induction and development of new staff.</li> <li>12. Participate fully in Department/College activities, including attendance at relevant meetings, boards and committees, as well as recruitment, admissions and assisting in the interviewing of potential students.</li> <li>13. Attend meetings, training sessions and events that will encourage the development and growth of the programme providing feedback to the teaching team and Head of department.</li> <li>14. Support lecturers when they trial new lab practical sessions before lessons.</li> <li>15. Provide support for Open days and events outside of core hours as required.</li> <li>16. To ensure practice is in line with the requirements of the General Data Protection Regulations.</li> <li>17. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</li> <li>18. Take part in professional development, leadership training and mandatory compliance training.</li> <li>19. Undertake any other duties commensurate with the role.</li> </ol>
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**PERSON SPECIFICATION**

<b>Post:</b>	Technician Engineering FE	<b>Weighted criteria</b>
<b>Experience:</b>		
1	Experience of Construction lab practical activities or similar operations in industry or education environment	X
2	Experience of setting up and maintaining practical equipment and controlling an adequate stock of consumable equipment	X
3		
4		
5		
<b>Skills &amp; Abilities:</b>		
6	Ability to support learners in a practical environment under guidance from a lecturer	X
7	Ability to liaise effectively with staff and students, working both independently and as part of a team	
8	Excellent verbal and written communication skills, IT skills and a high level of personal organisation	
9	Customer-focused approach to ensuring a positive experience for all stakeholders	
10	Practical manual skills in assembly, setting up / commissioning of equipment and troubleshooting faults.	
<b>Education &amp; Qualifications:</b>		
11	Relevant level 2 or equivalent qualification	X
12	Minimum GCSE grade C or 4 in English and Maths	
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<b>Training &amp; Professional Development:</b>		
16	Evidence of relevant continual professional development.	
17	Willingness to engage in further training/development and pursue appropriate professional memberships, as required for the role.	
18	Understanding of current Health & Safety legislation and implementation of Risk Assessments	
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<b>Other:</b>		
21	Flexible approach to work.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	

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23	Evidence of a strong commitment to equality and diversity, and an appreciation of the diverse cultural context of the University.	
24	Understanding of inclusive practice and SEND/ALS support.	
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