|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post Details** | | **Last Updated:** 25/01/22 | | | |
| **Faculty/Administrative/Service Department** | Faculty of Engineering and Physical Sciences/ MES/ CEE | | | | |
| **Job Title** | Laboratory Technician | | | | |
| **Job Family** | Technical and Experimental | | **Job Level** | 3 | |
| **Responsible to** |  | | | | |
| **Responsible for (Staff)** | N/A | | | | |
| **Job Purpose Statement** *This should be an accurate, concise, un-detailed statement (short paragraph) of what the post is and why the post exists in terms of its contribution or result e.g. improved student/staff experience, increasing University funds etc.*  The post holder will be responsible for the safe and efficient operation of the Mechanical Testing Facility (MTF), will support associated activities in the Civil Engineering Laboratories, and may be required to support other experimental projects at all academic levels, as circumstances dictate and as requested by the MES/CEE Managers.  They will undertake mechanical testing using Instron hydraulic and electromechanical testing, as well as prepare, develop and install arrangements specific for different testing configurations. They will be responsible for maintaining the testing equipment in excellent working conditions and for the professional upkeep of the laboratory spaces.  The post holder will participate in the research activities of the staff and students using the MTF, and communicate effectively providing proactive support to lab user enquiries.  The post holder will work closely with other technical staff to ensure the safe and efficient running of laboratories, and to showcase the experimental activities of CEE and MES in relation to external sponsors/clients. | | | | | |
| **Key Responsibilities** This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) | | | | | |
| 1. To undertake testing using Instron testing machines as well as other hydraulic, mechanical and electro-mechanical-based testing systems. 2. To prepare and assemble specimen, apparatus and testing arrangements, ensure that materials/equipment/apparatus are well maintained, serviced and repaired, and raise lab-related purchase orders. 3. To use Instron, monitoring and manufacturing software to run lab facilities and install associated systems. 4. To demonstrate equipment and techniques to students, research staff, academics and other technicians. 5. To monitor, maintain and proactively improve the working environment in accordance with the latest health and safety legislation, including undertaking work for the professional upkeep of the laboratories. 6. To communicate effectively, proactively and promptly with all laboratory users, as well as to make recommendations for improvements to the efficiency and effectiveness of the service offered. 7. To exercise creativity where appropriate to innovative solutions to requirements arising from research; for example, when working with staff on the design and manufacture of components and facilities. 8. To undertake the above activities with minimal guidance from line management, more complex problems should be referred to the appropriate member of staff.   **N.B. The above list is not exhaustive.** | | | | | |
| All staff are expected to:  * Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. * Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. * Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. * Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. * Undertake such other duties within the scope of the post as may be requested by your Manager. * Work supportively with colleagues, operating in a collegiate manner at all times.   **Maintain a safe working environment by:**   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. * Following local codes of safe working practices and the University of Surrey Health and Safety Policy. * Monitor, maintain, repair or replace faulty equipment, and undertake work for the professional upkeep of the laboratories. | | | | | |
| **Elements of the Role**  This section outlines some of the key elements of the role, which allow this role to be evaluated within the University’s structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role. | | | | | |
| **Planning and Organising** *Where does the work come from? What planning is required, how complex is the planning and over what timescale e.g. days/weeks/months/annually/longer?*   * Work will be organised and prioritised by the post holder within an established operating environment in agreement with line management (CEE/MES Academic Laboratory Leads and MTF manager) and other senior colleagues. * The post holder will have the latitude to organise and prioritise work within the daily/weekly work routine to ensure that key deadlines and objectives are met. This will include successfully managing any conflicting demands, possessing a basic awareness of the options available and being able to make effective and appropriate decisions, in agreement with line management where necessary. * The post holder will support projects at all levels with an experimental content undertaken using the MTF equipment; s/he will help with preparation of tests/demonstrations during Open/Taster Days and similar events aimed at promoting the CEE and MES activities at the University. | | | | | |
| **Problem Solving and Decision Making** *What types of problems or challenges are faced by the post holder and how are they solved? What kind of guidance is in place to support the problem solving process e.g. policies/procedures/protocols/legislation. You should detail the nature of the post holder’s role in solving these problems, indicating whether the post holder thinks independently or in collaboration with others and how much freedom there is to provide solutions/make these decisions. You should also state what the impact of wrong decisions/judgement is and what happens in cases where the post holder is unable to find a resolution.*   * The post will be expected to undertake the activities with minimal guidance from line management, more complex problems should be referred to the appropriate member of academic staff, either for advice, guidance or for resolution. * The post holder is expected to confidently provide advice to all stakeholders and solutions to routine day-to-day problems in their specialist area. | | | | | |
| **Continuous Improvement** *You should state whether the post holder is responsible for making any improvements within their area of responsibility, what level of improvement they may be required to make and what freedom they have to make those changes independently.*   * The post holder is expected to take a proactive approach to their work, making suggestions for improvements in working methods and facilities and implementing them under the guidance of the MTF Manager. * The post holder is expected to undertake appropriate continuous professional development with regard to the key responsibilities described above, particularly in relation with novel testing methods and equipment. * They are expected to develop new technical skills as appropriate to the developing nature of research within the laboratory, in order that they are able to contribute to the creation of innovative solutions to requirements. * They are expected to be flexible, adaptable, and resilient to changes imposed by the working environment. | | | | | |
| **Accountability**  *What level of control has the post holder got for the achievement of their end results? How frequently does the post holder require supervision? What freedom do they possess to act with or without reference to guidance/procedures and/or supervision?**Detail the discretion given to the post holder to direct resources, their answerability for the consequences of decisions and actions taken by themselves/their team and the impact. Detail the nature of the impact which the role exerts on end results and the area of the institution on which the role has impact.*   * The post holder will be required to order miscellaneous material, parts and consumables and ensure adequate stock levels at an appropriate cost. Failure to do so would affect the students’ laboratory experience, the staff and postgraduates’ research and external contracts. * The post holder is expected to also apply their technical knowledge and practical knowledge of the required workshop practices in order to provide advice, training and assistance to staff and students regarding the application of techniques and use of common equipment for preparation and application of standard laboratory techniques. Whilst the work will usually follow an established pattern, the post holder is able to refer to well-defined procedures for guidance when required. The post holder is however, required to recognise when problem/issues should be referred to a senior member of the team or to their line manager for guidance or resolution. The post holder is expected to confidently provide advice and solutions to routine day-to-day problems in their specialist area. * The post holder is responsible for the safety and security of the laboratory space and equipment. This includes monitoring and maintaining a safe working environment within the laboratories, ensuring that the environment and equipment meets Health and Safety requirements and that any procedures, including waste disposal, are carried out in compliance with their associated regulations. They are responsible for familiarising staff and students with Health and Safety issues and the preparation of Risk/COSHH assessments, as well as keeping records of Health and Safety documentation. They are responsible for the professional upkeep of the laboratory spaces. Errors in judgement in terms of the advice given, could lead to damaged equipment or personal safety being placed at risk. * The post holder is expected to respond confidently and in a timely manner to problems/issues such as equipment malfunction and prioritisation. They are expected to communicate effectively, proactively and promptly with all laboratory users, as well as to make recommendations for improvements to the efficiency and effectiveness of the service offered. | | | | | |
| **Dimensions of the role** *Dimensions describe the statistics relevant to the job. Where relevant, you should cover the operational, financial or staffing aspects of the role. Relevant factual, quantitative information that describes the scope of the role, e.g. number of staff directly/indirectly reporting to them, financial aspects (budgets, contract, cash handling etc. and approximate figures), approximate number and type of student/customers the job affects directly/indirectly should be given.*   * The post holder will be working as part of a wider team supporting approx. 10 academic staff, affiliated research staff and associated postgraduate and undergraduate students. This includes L1 and L2 Engineering Experiments, L3 Group Design Projects, and L3 & LM Individual Research Projects. * The post holder will support PhD students and research staff in delivering the experimental content of research grants and contracts and PhD projects; with agreement from line managers, s/he may assist with consultancy services undertaken in accordance with university guidance and rules. * The post holder will also assist staff and students in design and manufacture of apparatus for project based teaching, and may manufacture specimens and testing arrangements. * The post holder does not have any budgetary or supervisory responsibility**.** * They will directly interact internally with the Estates and Facilities team, as well as with the FEPS Workshop. * They will interact externally with engineers from testing houses that undertake installation and maintenance of experimental facilities in the laboratories and with sales representatives in relation to purchase orders placed. | | | | | |
| **Supplementary Information** *You may wish to include some information here that has not been captured in the other sections of the form, but still has a significant impact on the size of the job. This may include details such as for example the importance in some roles to influence, develop and change the motivation and behaviour of people.*   * The post holder will be a member of the appropriate Faculty H&S Forum, in particular representing technical aspects of the Laboratory operations. | | | | | |
| **Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. | | | | | |
| **Qualifications and Professional Memberships** | | | | |  |
| HNC/C&G in engineering and manufacture practice, together with several years practical experience | | | | | E |
|  | | | | |  |
|  | | | | |  |
| **Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance). | | | | **Essential/ Desirable** | **Level**  **1-3** |
| Experience of mechanical testing | | | | E | 3 |
| An understanding of relevant Health and Safety requirements and procedures | | | | E | 2 |
| Knowledge and experience of maintenance of and fault finding in equipment | | | | E | 3 |
| Ability to work independently and with minimal supervision | | | | E | 3 |
| Experience of working in a mechanical workshop | | | | D | 1 |
| Knowledge and experience of strain measurement techniques, especially digital image correlation | | | | D | 2 |
| Knowledge and experience of mechanical design | | | | D | 2 |
| **Special Requirements:** | | | | **Essential/ Desirable** |  |
|  | | | | |  |
|  | | | | |  |
| **Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade. | | | | | **Level**  **1-3** |
| Communication  Adaptability / Flexibility  Customer/Client service and support  Planning and Organising  Continuous Improvement  Problem Solving and Decision Making Skills  Managing and Developing Performance  Creative and Analytical Thinking  Influencing, Persuasion and Negotiation Skills  Strategic Thinking & Leadership | | | | | 3  3  3  2  2  2  1  2  1  n/a |
| This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.  Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose. | | | | |  |
| **Organisational/Departmental Information & Key Relationships** | | | | | |
| Background Information *You should include a short statement on the background of the Faculty and/or the department in which the post holder will be operating. You may also wish to include any other useful information to an applicant e.g. why the project exists, what the strategy of the department is etc.* The Faculty of Engineering and Physical Sciences is built on the core engineering disciplines of aeronautical engineering, civil engineering, chemical engineering, electronic engineering and mechanical engineering, together with the core scientific disciplines of computing, mathematics and physics. Within these fields we enjoy a reputation for excellence in research and teaching. The post holder will be working as part of team supporting approximately 10 academic and research staff and associated postgraduate and undergraduate students. This commitment may include helping with Level M Individual Projects and MSc Individual Research Projects. | | | | | |
| Department Structure Chart *Please highlight the post holder’s role by right clicking and selecting format shape, selecting solid fill and 2nd shade of blue in list. Boxes can be added/removed by right-clicking and selecting add shape or cut. Font should be Frutiger LT Std 45 Light (max font size 10).* | | | | | |
| Relationships *This is not an exhaustive list of every relationship the post holder has, but is a brief description of those that play an important part in the post holder successfully carrying out the role. It should identify the significant internal and external relationships and contacts that the post holder has in their job and describe the overall purpose and nature of those relationships (i.e. exchanging information, negotiating, networking, etc.)* **Internal**   * The post holder will assist staff and students in design and will manufacture specimens and apparatus for research projects. * The post holder will communicate with other users of the University services. * The post holder will communicate with the Estates and Facilities team as well as the FEPS workshop.   **External**   * The post holder will liaise with external contractors and suppliers for the provision and price of services and goods. * The post holder is also the main point of contact for mechanical assistance within mechanical testing by external customers. | | | | | |
|  | | | | | |