

Post Details		Last Updated: 01/05/2015	
Faculty/Administrative/Service Department	Faculty of Engineering and Physical Sciences / Electronic Engineering		
Job Title	Teaching Laboratory Technician		
Job Family	Technical and Experimental	Job Level	2b
Responsible to	EE Technical Services Manager		
Responsible for (Staff)	None		

Job Purpose Statement

The post holder will provide high quality technical support to staff and students supported by the department's Technical Services. The post holder will have specific responsibilities for the operation and maintenance of both the 3D Printer and Laser Cutter, along with first line servicing and the provision of consumables.

The day to day operation of the First Year, plus a significant role in the Radio Frequency Engineering Laboratories, including preparation of experiments. Maintaining documentation, general housekeeping and providing assistance to users undertaking experiments in electronics is also a major part of this post.

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. Setting up and construction of apparatus and experiments involving modification, manufacture and development. Testing, adjusting, maintaining and repairing laboratory equipment and apparatus.
2. Assist academic staff and students in the use of equipment and demonstrating various techniques.
3. Assist as required in other areas of the Department.
4. Maintain and order laboratory stock of laboratory spare parts. Ensure general tidiness and cleanliness of laboratory areas and disposal of chemicals and other consumables.
5. Manage the operation of the 3D Printer & laser cutting facility.
6. PATS safety testing.
7. Assist other staff with the construction of electronic and electrical circuits and assemblies.

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.

Help 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.

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

- The post holder will organise and prioritise their work within the timetabled laboratory classes. They will be expected to have set-up ready for the students a series of experiments that are set by the academic lead. They will have the latitude within their daily work routine to organise and prioritise their own work, to ensure that all the students can successfully complete their experimental work.
- 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, referring to their line manager where appropriate.

- They will be given the experiment list for a whole semester expected to plan ahead to ensure that all the experiments are available when required.

Problem Solving and Decision Making

The post holder will be expected to apply reasonable personal initiative and judgement when faced with situations where past experience does not apply; referring more complex or unprecedented issues to their line manager for advice or guidance.

Continuous Improvement

The post holder is expected to take a pro-active approach to their work, making suggestions for minor improvements in working methods and implementing them under the guidance of their line manager.

Accountability

- 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 post holder is expected to also apply their technical knowledge and practical knowledge of the required laboratory practices in order to provide advice, 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.

Dimensions of the role

This role will be based in the Electronic Engineering Teaching laboratories where they will work alongside two other technical staff, two academic staff and liaise with the Laboratory Coordinator. The role will involve advising the post graduate demonstrators and working alongside them to provide frontline technical support for undergraduate classes of up to 60 undergraduate or postgraduate students in the Department's laboratories. The post impacts the student and staff experience in terms of its provision of service and its contribution to learning.

- The post holder is responsible for monitoring and maintaining a safe working environment within the Electronic Engineering Teaching laboratories, and ensuring that the environment meets Health and Safety requirements and procedures such as electrical safety testing, COSHH and disposal of waste chemicals are carried out in compliance with their associated regulations. Errors in judgement or failure to carry out a particular task could result in damaging equipment or risking students and staff's personal safety.
- There are no budgetary responsibilities although the post holder will be required to order miscellaneous material, parts and consumables and ensure adequate stock levels under their own initiative.

Supplementary Information

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.

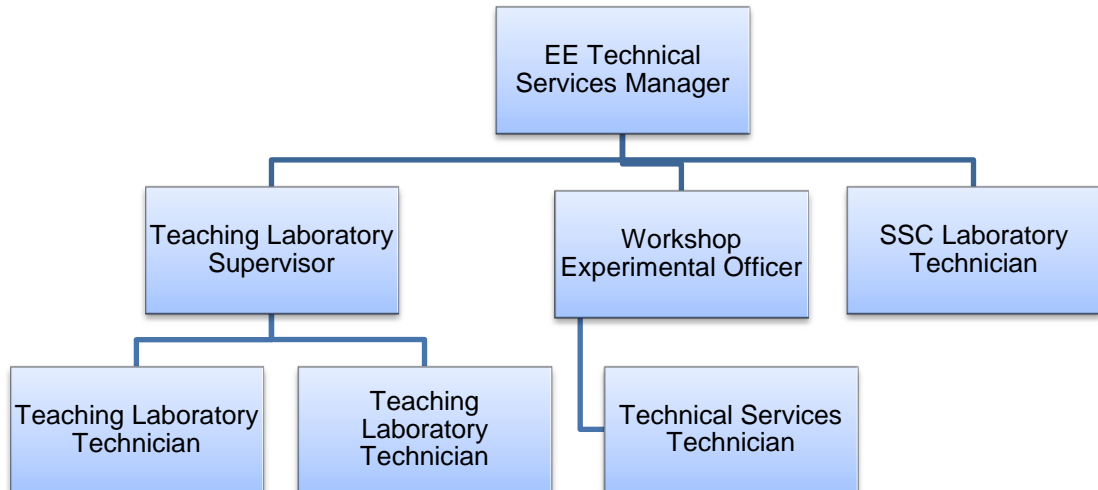
Qualifications and Professional Memberships

Vocational qualification in relevant subject (ONC/D, NVQ or city & Guilds) or several years technical 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
Good interpersonal skills and flexibility. The ability to interact with staff/students at all levels	E	1
Knowledge and experience of maintenance and first-level fault finding in equipment	D	1
Experience of supporting IT systems including workstations, servers and printers	D	1
Ability to maintain manual and computerised records	D	1
Ability to undertake continued development and training	D	1
Special Requirements:	Essential/ Desirable	
Manual Handling skills with the ability to move / lift heavy objects		E
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	2 2 2 1 1 2 N/A N/A N/A N/A	
<p>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.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		
Organisational/Departmental Information & Key Relationships		
<p>Background Information</p> <p>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 the Faculty enjoys a reputation for excellence in research and teaching.</p> <p>This role will be based within the Electronic Engineering Undergraduate teaching laboratories.</p>		

Department Structure Chart



Relationships

Internal

- The post holder is expected to communicate with the other departmental technical staff and the academic staff.
- The post holder will communicate with other users of the University services.

External

- The post holder will communicate with external consultants and suppliers.