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**Job Description**

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| **Job title:** | **Instrumentation & Electronics Technician** |
| **Department/School:** | **Faculty of Engineering & Design** |
| **Grade:** | **Technical Grade 5** |
| **Location:** | **University of Bath premises** |

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| **Job purpose** |
| To work as part of a team of multi skilled technicians providing high quality support for the teaching and research programmes within the Department and the Faculty of Engineering and Design. Skills provided by the team include the use, commissioning and configuration of electronic test systems, electronic and electrical circuit design, testing and construction, electrical safety testing and inspection (PAT). To design, support and maintain electronic systems used in teaching laboratory rigs. The team are responsible for ensuring a safe environment for students and colleagues and also contribute to the teaching and supervision of undergraduates during laboratory sessions and project activities. |

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| **Source and nature of management provided** |
| The post holder will be line managed by the Technical Supervisor but will work closely with the Technical Manager and members of academic staff within the Department and the Faculty. |

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| **Staff management responsibility** |
| The post holder will be responsible for managing their own time and workload under the guidance of the Technical Supervisor. |

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| **Special conditions** |
| The job involves working when directed in any of the Faculty or Departments specialist laboratories or workshops.  Lifting and handling of heavy and/or large objects is required on occasions although training will be given and lifting/handling aids are provided when appropriate.  Contact with chemicals (mainly solvents & adhesives) oils and fuels is sometimes part of the job and again PPE is provided alongside COSHH sheets for the materials.  Normal University flexitime rules apply with the proviso that scheduled laboratory support must be met.  May occasionally be required to work in close proximity to live electrical installations, specialist training and appropriate PPE will be provided.  The Department operates a lab custodian system; the post holder will be expected to assume responsibility for the electronic and instrumentation equipment in certain defined laboratory spaces. |

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| **Main duties and responsibilities** | |
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| 1. **People** | The role holder will:   * Maintain and manage their personal development plan * Take part in communities of practice (either formally constituted or otherwise) relevant to their area(s) of expertise |
| 1. **Service Delivery** | The role holder will:   * Provide inductions and training to staff and students in the safe use and basic operation of equipment * Prepare materials/equipment for teaching & research activities * Carry out further duties as appropriate or instructed within area of support * Provide technical support for experimental & project work, including undergraduate projects. |
| 1. **Facilities & Resources** | Within their area of specialism, the role holder is responsible for:   * Ensuring machines and equipment are maintained and in good repair, with the associated paperwork audit/certification kept up to date * Management of stock, layout and clearing up of any kit/equipment/consumables * Audits of assets, materials and storage arrangements of higher risk hazards and/or parts associated with equipment/instrumentation. |
| 1. **Compliance** | The role holder is responsible for:   * Maintaining up to date knowledge of health and safety practice/legislation in order to provide a safe and effective technical service. * Proactively ensure that any functionality and safety issues are appropriately addressed within their area by self and others. * Ensuring that records are maintained and updated to demonstrate compliance with departmental/University policy and health and safety regulations * Engaging with relevant specialists as necessary in order to demonstrate and encourage good health and safety practice. |
| 1. **Stakeholder Management** | The role holder will:   * Act as a contact point for service engineers/contractors/Estates, supporting the resolution of technical issues or incidents within their area of work * Communicate effectively with team members, demonstrators, students, academics and others in delivery of service. |

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**Person Specification**

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| **Criteria:  Qualifications and Training** | **Essential** | **Desirable** |
| Relevant qualifications at GCSE level or equivalent or experience working in a relevant field | √ |  |
| Relevant qualifications at A-level, HNC or equivalent |  | √ |
| Working towards appropriate professional registration |  | √ |

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| **Criteria:  Knowledge and Experience** | **Essential** | **Desirable** |
| A track record of upholding and applying sound theoretical approaches to the application of science and technology in practice |  | √ |
| Demonstrable ability to examine, understand and assess relevant scientific and technology information, concepts and ideas and to suggest solutions to problems | √ |  |
| Experience of being responsible for safe working practices whilst contributing to their evaluation and improvement | √ |  |
| Promote and ensure the application of quality standards | √ |  |
| Experience of contributing to the scoping, planning and delivery of simple and more complex projects |  | √ |
| A track record of contributing to the design, development and implementation of solutions | √ |  |
| Show willingness to contribute to your own continuous performance improvement | √ |  |
| Demonstrate ability to effectively apply relevant codes of conduct and practice | √ |  |
| A demonstrable commitment to continuous personal professional development activities through continuing advancement of own knowledge, understanding and competence | √ |  |

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| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Able to communicate effectively with a broad range of audiences | √ |  |
| Good interpersonal and communication skills | √ |  |
| Able to establish and uphold productive working relationships and an ability to resolve problems | √ |  |
| Able to work autonomously or as part of a team, and to modify practice as appropriate. | √ |  |
| Ability to apply relevant scientific and technical knowledge to all aspects of their work, including, but not limited to, problem solving and evaluation | √ |  |