



Candidate Information

Position:	Technician
School/Department:	School of Natural and Built Environment
Reference:	18/106975
Closing Date:	Monday 3 December 2018
Salary:	£20,836 - £23,334 per annum (potential to progress to £24,771 per annum through sustained exceptional contribution)
Duration:	2 Years

JOB PURPOSE:

To provide specific technical support to Students, Academics and other Technicians in a variety of areas including fabrication, concrete mixing and use of small power tools.

MAJOR DUTIES:

1. Fabricate steel structures for project and research work to a specification agreed with others.
2. Maintain, clean and repair concrete mixing machinery and moulds used for casting samples.
3. Assist the grade 6 supervisor in the concrete lab with all aspects of work including weighing, mixing, casting and demoulding samples.
4. Set up equipment for and supervise the weekly first year student lab class for casting and testing concrete samples, also supervise any mixing and de-moulding.
5. Supervise students in the Architecture workshop. Advise on the use of hand tools and assist with using power tools for model making.
6. Keep adequate levels of correct tools and equipment and ensure their security in the Heavy structures lab.
7. Carry out maintenance work on equipment and at Portaferry for the Hydraulic research group and assist their researchers with any project work.
8. Maintain the Heavy Structures lab in a safe condition for staff and students working in that area
9. Maintain records of working hours on each teaching and research project.
10. Comply with Health and Safety procedures affecting self and others.
11. Carry out any other duties which are appropriate to the post as may be reasonably requested by Supervisor.

Planning and Organising:

1. Carry out all work within the concrete lab and Architecture workshop with minimal supervision. Other work in Heavy structures lab and Portaferry should be completed with no supervision.
2. Plan own work schedule, record hours for separate projects, when new tasks come in reprioritise as required.
3. Maintain a good level of consumables and equipment to be able to carry out tasks effectively.

Resource Management Responsibilities:

1. Ensure that all equipment for use in the Heavy structures lab is in a secure place out of hours, monitor use of tools and equipment by researchers and students.
2. When required be able to demonstrate to students the use of standard equipment and techniques.
3. When working with colleagues provide advice in own specialisation and give demonstrations if needed.

Internal and External Relationships:

1. Daily contact with Supervisor, work colleagues, University staff and students.
2. Using the P2P system liaise with external companies and order equipment and consumables required for the labs concerned.

ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications i.e. OND/ONC and/or NVQ level3 in relevant subject (or equivalent)
2. 2 years' relevant work experience to include: working in a Technician role.
3. Technical knowledge in own specific or technical specialism.
4. Working knowledge of relevant systems, equipment and processes.
5. Good understanding of relevant regulations and procedures including Health and Safety requirements.
6. Good communication and interpersonal skills.
7. Ability to develop and demonstrate standard equipment and techniques.
8. Ability to work within established procedures but with minimal supervision.
9. Ability to plan own work schedule responding to new pressures and adjusting priorities.
10. Problem solving skills.
11. Ability to provide standard guidance and advice to junior colleagues/students

DESIRABLE CRITERIA:

1. Any form of fabrication.
2. 2 years' relevant work experience to include: working in an Education environment.
3. Working with students.
4. IT skills.