



Candidate Information

Position:	Workshop/Laboratory Technician
School/Department:	School of Electronics, Electrical Engineering and Computer Science
Reference:	19/107991
Closing Date:	Tuesday 18 February 2020
Salary:	£21,236 to £23,754 per annum
Anticipated Interview Date:	Thursday 27 February 2020

JOB PURPOSE:

To provide a comprehensive technical support for teaching staff and students, including the Power Lab.

MAJOR DUTIES:

1. Support staff and facilitate students in laboratories and workshops to undertake a range of practical tasks in an Electronic Engineering context supporting teaching delivery.
2. Repair, test and construct circuit boards to component level.
3. Assist with maintenance and upkeep of the Power Lab to ensure successful delivery of UG and PG curriculum.
4. Keep expenditure records for student's projects etc.
5. Monitor levels of stocks/stores and ensure that stock levels in store are maintained. Order, process and distribute goods, and provide advice and guidance on items.
6. Prepare and organise lab spaces and workshops following clear guidelines and/or procedures.
7. Operating a range of standard engineering machine tools, such as bench drill, Soldering equipment.
8. Maintain accurate records and draft documentation and reports of conclusions.
9. Promote and follow safe working practices and comply with Health and Safety procedures.
10. Carry out any other duties which are appropriate to the post as may be reasonably requested by Supervisor.

Planning and Organising:

1. Carry out a range of tasks, working mainly within established procedures.
2. Responding to new pressures, adjusting priorities as needed.
3. Ensure that components are available so that jobs can proceed as directed.

Resource Management Responsibilities:

1. Support student learning through the development and demonstration of standard equipment use and techniques.
2. May provide standard guidance and advice to students and staff through on the job training.

Internal and External Relationships:

1. Daily contact with workshop Supervisor, work colleagues, University staff and students.
2. Some liaison with external suppliers.

ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications e.g. NVQ level 3, ONC/OND or equivalent) in Electronics.
2. 2 years relevant work experience including experience working with discrete Electronics components.
3. Proven skills in soldering on circuit boards with Surface Mounted Components (S.M.T)
4. Knowledge and understanding of Electrical/Electronic component.
5. Ability to read and understand Electronic diagrams and schematics.
6. Working knowledge of relevant systems, equipment and processes.
7. Good understanding of relevant regulations and procedures, and the quality standards and outputs required.
8. Understanding and awareness of Health and Safety regulations and procedures.

9. Good communication and interpersonal skills.
10. Ability to develop and demonstrate standard equipment and techniques.
11. Ability to work within established procedures.
12. Responds well to new pressures with an ability to adjust priorities.
13. Ability to provide standard guidance and advice to students and staff.
14. Ability to work in a team environment (team player).