



## Candidate Information

**Position:** Technician - Model Making Workshop  
**School/Department:** School of Natural and Built Environment  
**Reference:** 24/112007  
**Closing Date:** Monday 15 July 2024  
**Salary:** £28,456 - £30,948 per annum  
**Anticipated Interview Date:** Monday 5 August 2024

### JOB PURPOSE:

To provide specific technical support services to academic staff and students ensuring all relevant equipment is working and materials are available. To assist with the supervision of students who are using or operating equipment and tools.

### MAJOR DUTIES:

1. Advise and oversee students on the safe use of hand and power tools for the construction of Models.
2. Maintain, clean and repair tools and equipment ensuring general workshop tidiness.
3. Ensure the general security of tools, equipment, and materials within the workshop areas.
4. Monitor levels of stocks/stores and ensure that equipment, consumables and work area are ready to use when required.
5. Assist with the operation of the WorldPay system for the sale of material to students.
6. Monitor the safe use of Laser cutting machines, 3D printers and Plotters by staff and students.
7. Carry out precision programming and operation of specific equipment following clear set procedures.
8. Maintain accurate records and draft documentation and reports of conclusions.
9. Comply with Health and Safety procedures affecting self and others.
10. Carry out any other duties which are appropriate to the post as may be reasonably requested by Supervisor.

### ESSENTIAL CRITERIA:

1. Academic (a minimum of 5 GCSE's A\*-C (9-4) or equivalent) and/or vocational qualifications ie OND/ONC and/or NVQ level 3 in relevant subject (or equivalent).
2. 2 years relevant work experience to include:
  - Use of hand tools
  - Use of portable power tools
  - Workshop environment
  - Working alongside colleagues.
3. Technical knowledge in own area 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. MS Office 365 to document, report and maintain records.
7. Good communication and interpersonal skills.
8. Ability to develop and demonstrate standard equipment and techniques.
9. Ability to work within established procedures but with minimal supervision.
10. Ability to plan own work schedule responding to new pressures and adjusting priorities.
11. Problem solving skills.
12. Ability to provide standard guidance and advice to junior colleagues/students.

### DESIRABLE CRITERIA:

1. Working in a student environment.
2. Experience with fixed power tools.
3. Working to scale dimensions from drawings.

4. Experience in providing instruction to others in a learning environment.

**ADDITIONAL INFORMATION:**

Informal Enquiries to James Laing - [j.laing@qub.ac.uk](mailto:j.laing@qub.ac.uk)