

## TECHNICAL OFFICER IN ELECTRONICS

Job Ref: REQ171146

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

Internationally recognised for its contribution to the study of sport, exercise and health, the School has wide-ranging expertise, encompassing such diverse areas as biomechanics, medicine, molecular and cellular biology, nutrition, pedagogy, psychology, physiology, sociology, economics and sport management.

The School has an active and ambitious plan to grow capacity and influence through developments as part of the National Centre for Sport and Exercise Medicine, Loughborough in London, and StemLab.

The School is extremely proud to hold an Athena SWAN Silver Award, recognising the commitment and work of the School in addressing issues of equality in Science.

The School has a vibrant staff and student population with more than 200 staff and 2,000 students, 6 undergraduate, 7 postgraduate programmes and working closely with other Schools on cross-programmes.

The School is extremely proud to have held an **Athena SWAN Silver Award** since 2013, recognising the commitment and work of the School in addressing gender inequalities in Science, and to improving career progression for female academics.

The School is committed to ensuring that female students and staff are able to achieve their full potential, and provides a flexible and open working culture to enable staff to maintain a work-life balance.

We support our Athena SWAN initiatives by investing in:

- Bespoke leadership programmes to encourage and build confidence in women to take leadership roles.
- Working lunches, where needed, to enable meetings to be held between 10.00am and 4.00pm (as per our Silver Action Plan).
- Monthly coffee mornings which provide opportunities for networking and develop a sense of community within the School.
- Extra Mile Awards which recognise the 'above and beyond' contributions of staff from all job families and research students.

We also welcome applications from those staff who are looking to work part-time.

Further information about Athena SWAN and the School's commitment to uphold the Silver Award can be found at: <http://www.lboro.ac.uk/departments/ssehs/about/athena-swan/>

### Job Description

**Job Family & Grade:** Technical Services Grade 5

#### Job Purpose:

Responsible for performing highly diversified duties to maintain, install, troubleshoot, repair equipment used in research and teaching, according to safe working practises, to support the achievement of the School's business goals and objectives

To assist in the efficient and safe running of the School's laboratories, with particular regard to the implementation of health and safety practices, the maintenance and upkeep of the School's laboratory facilities and machinery and providing additional technical support and cover for a wide range of laboratories.

To maintain accurate records of equipment and associated documentation, and to oversee safe storage, booking and set-up, as requested.

To oversee, and undertake, where appropriate, the development and installation of equipment across the School, and to undertake small works, as required.

#### **Job Duties:**

- To work across the School's suite of laboratories, in particular the biomechanics, motor control, functional and rehabilitation, CAREN and Kinesiology laboratories, to ensure that safe working practices are adopted and equipment maintained.
- To monitor the use of, and set up equipment and laboratories to support learning and teaching, research and enterprise activity, overseeing in particular the pro-active configuration and set-up of the School's flexible laboratories.
- To install and troubleshoot software used to run equipment using manuals and online guidance
- To deliver training to new users, including students undertaking research projects on safe working practices and compliance issues.
- To work with academic staff to define needs and, where possible, design and produce new or make modifications to existing equipment, and select and liaise with external specialist contractors, where appropriate.
- Responsibility for the maintenance of School equipment.
- Read and interpret equipment manuals for a wide variety of equipment and work orders to perform required maintenance and service.
- Diagnose and troubleshoot faults and/or malfunctions, and carry out repairs or organise for these repairs to be undertaken under warranty agreements.
- Installation and/or replacement of new or reconditioned repair parts.
- Undertake testing to ensure equipment is operating safely and producing accurate results.
- Familiar with soldering techniques, sensor identification, calibration and testing.
- Able to explain technical issues to non-technical people.
- Provide cover for technicians across the School, when required.
- Undertake small works on behalf of the School, in line with University policies and procedures.

#### **Points to Note:**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

#### **Special Conditions:**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

#### **Organisational Responsibility:**

Reports to the Senior Technician

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### ESSENTIAL

Area	Criteria	Stage
<b>Experience</b>	Significant experience of working in a laboratory environment or workshop working with a variety of equipment	1,3
	Experience in electronics/small electrical equipment	1,3
	Experience of managing health and safety issues in a laboratory or workshop environment	1,3
<b>Skills and abilities</b>	A flexible and helpful approach to work	1,3
	A thorough understanding of Health and Safety within a laboratory/workshop environment	1,3
	Ability to provide training to students and other users on safe working practices	1,3
	Using multi-meters, screwdrivers, wrenches, socket wrenches, pliers, hammers, chisels, punches and electronics equipment to troubleshoot and repair complex equipment problems	1, 2, 3
	Knowledge of how to correctly use hand and power tools	1,3
	Ability to undertake soldering and wiring in electronics equipment	1,3
	An ability to read and understand equipment manuals	1,3
	Ability to follow instruction to install and troubleshoot software	1,3
	Ability to use diagnostic equipment to identify faults and malfunctions	1,2, 3
	Ability to problem-solve in a logical way	1,2,3
	An understanding of the fundamentals of electrical systems and equipment	1,3
	Ability to ensure these duties, and the work of any contractor, are undertaken in a safe, efficient and effective manner	1,3
	A willingness and the skills to undertake small works on behalf of the School	1,3
<b>Training</b>	Demonstrate evidence of continuing professional development, including health and safety training, and a willingness to undertake further training as required	1,3
<b>Qualifications</b>	A-Level or HNC qualifications plus electronics experience or completion of a recognised electronics or electrical engineering apprenticeship	1
	Qualifications, an understanding and experience in one or more of the following: COSHH, Risk Assessments, IOSH, PAT testing and willingness to learn the areas not currently developed	1
<b>Other</b>	This position is very active and involves standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must be able to frequently lift and/or move heavy items as per appropriate manual handling methods	1,3
	Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception and ability to adjust focus	1,3

## Conditions of Service

This post is offered on a full-time, open-ended contract within the **Technical Services** job family, Grade 5 (£24,285 – £28,936 per annum); subject to annual pay award and at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Tony Goodall, Technical Resources Manager, by email to [T.Goodall@lboro.ac.uk](mailto:T.Goodall@lboro.ac.uk) or by telephone on 01509 223005

## Applications

The closing date for receipt of applications is **Sunday 17<sup>th</sup> December 2017**. Interviews will be held in January 2018 (date tbc).