

STEMLab Senior Technician

Job Ref: REQ17667

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Technical Services, Grade 6

Job Duties

- To act as the first point of contact for Academic staff and students predominantly in the 3D Printing laboratory and workshop; to assist colleagues and students in the production of technical drawings at the design stage, and to advise on timescales and possible costs for the work to be carried out.
- To take responsibility for all aspects of Health and Safety in the Workshop through compliance with H&S at Work legislation and University operational procedures; ensuring that risk assessments are produced for work being undertaken within the area and in response to changes such as the repositioning of machinery. To oversee the safe use and maintenance of machinery in the workshop including the training and supervision of technical colleagues from other parts of the University who may need to use the Workshop machinery on an ad-hoc basis.
- Working closely with the Technical Resource Manager to develop and implement new procedures and processes which will enhance both student and staff experience. (E.g. learning material, Goods inwards procedure and Training guides both written and visual etc.)
- To undertake timetabled instructional lab sessions and to provide cover for others in this area as requested. To assist with demonstrations during Open Days, as required.
- To provide technical instruction to students and staff with the design, manufacture, repair, development, construction, modification and commissioning of equipment, rigs and models using a full range of conventional machine tools and additive manufacturing equipment and techniques.
- Give guidance to students and staff in manufacturing process selection. Ensure optimal cost efficiencies are met, and apply techniques to maintain the effective use of resources available.
- To monitor the workshop budget, order supplies as required and ensure that stock levels are maintained, particularly for student project requirements, using appropriate purchasing and supplier selection techniques in line with University policy.
- With the Technical Resources Manager, liaise with other University departments and outside contractors with regard to layout, installation, modification, upgrade, repair and maintenance of the buildings, plant and equipment.

- To act as the first point of contact for deliveries to ensure speedy collection and maintain the Universities goods received process in line with the requirements of the finance procedure.
- To provide instruction and guidance in the operation of 3D printing facilities within STEMLab
- Ensure Compliance with “Portable Appliance Testing Regulations” by annual testing within own area and designated areas within the facility.
- To operate and maintain plant, equipment and machinery involving hydraulic, pneumatic, plumbing and assembly applications.
- To oversee machinery maintenance records and planned maintenance schedules, stocks of materials and tools within predefined budgets and manage these budgets.
- To assist with technical duties throughout the facility, as requested by the Technical Resources Manager and to deputise for the Technical Resources Manager as required.

Wider Technical Duties & Responsibilities

- To work closely with the other supervisors to improve working practices (Best Practice) to ensure that service levels are identified and reviewed effectively. To develop and regularly review processes and systems and to ensure that these are effectively communicated and practiced.
- When capacity is available, oversee and if necessary, undertake the manufacture, assembly and installation of equipment and rigs from drawing and verbal instructions for research staff using west park school machinery outside student activity.
- To engage with the Personal Development Reviews (PDR) process and undertake appropriate personal development. To support PDRs with the staff in the STEMLab Workshop, in a constructive and professional manner and produce feedback.

Behavioural Expectations

- To show and maintain an active approach to CPD (Continual Professional Development). Participate fully in the University PDR (Performance and Development Review) scheme, identifying and agreeing developmental opportunities for personal and professional development and in response to changing needs within the university.
- To work towards achieving the ILM Level 3 award.
- To support colleagues in the STEMLab team; to develop broader skills to deliver taught/supervised sessions throughout the facility and other facilities if necessary.
- To fully engage with University life, by participating in open days, visit days and outreach activities. Participation will include but not be restricted to, the setting up & dismantling of events, giving demonstrations and act as a STEMLab ambassador giving help and guidance and using initiative.
- Portray a positive “can do” “make it happen” attitude to enable students to achieve their goals and the schools to achieve their ambitions.
- A flexible approach to working hours is required due to the inevitable evening and occasional weekend working requirements of the position.
- You will actively engage with University development outside of STEMLab and participate in areas of expertise or interest, possibly as a project team member. E.g. New laboratory refurbishment, project team member. Change management/process improvement activity.

Performance Measures

Performance measures will be used to ensure delivery and performance are maintained. The PDR process will outline specific measures; however the following examples could be used in the first instance.

- To satisfactorily complete Health and Safety Audits & House Keeping Audits within the specific area of responsibility and present findings.
- Maximise facility availability. (Opening hours, planned maintenance, breakdown management efficient use of flexi time)
- Student Feedback scores (Student feedback from service provision, taught sessions, project sessions)
- The on-going development of learning material and learning tasks.
- Continual Personal Development (Expectation of 5 days per year as a minimum)
- Budget control and purchase performance (Value for Money)
- Annual increase of revenue from “new money” external projects delivered through STEMLab’s facilities

Special Conditions to Note:

The lab areas remain open and appropriately staffed until 6pm to accommodate timetabled classes and during project periods to support students effectively.

There may be opportunities for accompanying students on industrial visits, however this is not a primary job function, therefore will be by volunteering only.

The University has vehicles used to transport equipment across campus; therefore volunteering to become a registered driver will be welcomed.

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 STEMLab Technical Resource Manager.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below.

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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 Criteria

Area	Criteria	Stage
Experience	Served a recognised Engineering apprenticeship.	1, 3
	Substantial experience of working in an engineering environment.	1, 3
	Previous experience in a training or instructional/ commissioning role in an Engineering environment.	1, 3
Skills and abilities	Strong communication skills and the ability to manage conflict to a positive conclusion	1,2,3
	Highly Professional at all times with the ability to lead and gain buy-in from colleagues, and maintain relationships at all levels.	1, 3
	Demonstrate the ability to plan and manage resource effectively and efficiently throughout the academic year.	1, 3
	The proven use of Emotional Intelligence and the self-awareness of consequences of own actions.	1,3
	Proven ability to adapt to change and to manage a change process in others	1, 3
	Skilled in the use of a full range of conventional and CNC machine tools.	1, 3
	Able to deliver training and mentoring to apprentices, students and / or researchers.	1,2, 3
	Proven reliability and able to apply own initiative, with minimal supervision.	1, 3
	Strong team player who can lead by example	1, 3
	High level of flexibility.	1, 3
	Ability to work with efficiency and accuracy whilst prioritising workload to meet deadlines.	1, 3
	High level of competence in IT skills and Internet usage and the ability to fluently use Computer Aided Design (CAD) and Computer Aided Manufacture (CAM) software packages	1, 3
Knowledge and understanding of current Health, Safety and Environmental legislation	1, 3	
Training	Evidence of Continual Professional Development (CPD) together with a willingness to undertake further training as appropriate and to adopt new procedures in line with the changing needs of the business.	3
Qualifications	Advanced C&G or BTEC Higher National Certificate / Diploma in an	1

	engineering subject. Or equivalent experience.	
Other	Commitment to observing Health & Safety regulations and the University's Equal Opportunities policy at all times.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of working in a tool room, manufacturing or research and development workshop and an understanding of the issues to be faced in such a workshop	1, 3
Skills and abilities	Knowledge of the changing needs of HE and contextual implications for Loughborough University. Experience of welding, brazing, casting, forging and other fabrication and metal processing techniques	1, 2, 3
Qualifications	ILM 3 Management qualification. NEBOSH or Managing Safely certificate.	1

Conditions of Service

The position is full time and open ended. Salary will be on Technical Services Grade 6 (£29,301 - £38,183) per annum, with a starting salary confirmed on offer of appointment. Subject to annual pay award.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related 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 Mr. Chris Harris, STEMLab Technical Resource Manager, on 01509 227608 or e-mail: r.c.harris@lboro.ac.uk

Applications

The closing date for receipt of applications is **24 August 2017**.

Interviews will be held on a date to be confirmed.