

Technical Tutor (Science)

Job Ref: REQ230755

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

To provide technical support for teaching activities across the departments in the School of Science (Computer Science, Physics, Chemistry, Mathematical Sciences and Mathematics Education). The post holder will provide technical instruction, skilled project direction and design advice to undergraduate and postgraduate taught students. While work will be spread throughout the School, it is anticipated that the majority of the work will be to support students in Computer Science.

Job Duties

- To provide technical and demonstrating support to students within Computer Science, Mathematical Sciences, Mathematics Education, Physics and Chemistry in computational areas.
- In conjunction with module leaders, provide support for scheduled laboratory sessions and student projects as required.
- To provide support to students for final year/MSc projects in Computer Science.
- To be responsible for maintaining relevant apparatus, specialist computational software and equipment (e.g. robots).
- To act as the line manager for members of the technical support team.
- To coordinate duties of technical support staff in the laboratory and for other members of the technical support team as required.
- To provide technical support in research or other teaching laboratories as required.
- To assist with project management of enhance learning development projects
- To work with the School Safety Officer, to take a proactive approach to health and safety within the School and contribute to the continual development of good practice using a risk-based approach
- To act as Health and Safety duty holder as required
- To act as a technical representative on School/University working groups as required.
- To liaise with the Technical Facilities Manager on relevant facilities, equipment or infrastructure matters.
- To undertake any other duties, commensurate with the grade of the role, at the request of the School Technical Facilities Manager or School Head of Operations.

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.

The post holder may be required to work outside of normal office hours if necessitated by the exigencies of the service.

Organisational Responsibility

Reports to: School of Science Technical Facilities Manager

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 Criteria

Area	Criteria	Stage
Experience	Experience of working in a teaching environment in a technical capacity.	1,3
	Experience of supervising staff or students.	1,3
Skills and abilities	Clear understanding of coding methods, written standards and a flexible approach to various languages	1,2,3
	Willingness and competency to learn and teach a variety of programming languages. This may include but not limited to: Matlab, Maple, python and C/C++, Swift	1,2,3
	In-depth knowledge of UNIX/Linux operating systems	1,2,3
	Ability to assist students with technical issues on various web platforms	1,2,3
	Working knowledge of intelligent robotics including device assembly and troubleshooting skills in respect of teaching related hardware such as robots, embedded computers and single-board computers (e.g. Arduino, Raspberry Pi, Nvidia Jetson Nano, Jetson TX2)	1,2,3
	Working knowledge of machine learning using GPU computation	1,2,3
	Excellent organisational skills and ability to work flexibly and independently.	1,3
	Excellent communication skills, ability to interact effectively with students and staff and explain concepts clearly.	1,3
	Ability to manage small projects, understand and translate technical requirements, and engage stakeholders.	1,3
	Ability to work as part of a wider technical team as well as independently	1,3
Training	Willingness to undertake further training is essential	1,3
	Willingness to learn the latest relevant technology and programming languages	
	Willingness to adopt new processes, procedures and techniques appropriate to the role.	3
Qualifications	Degree in appropriate discipline	1,3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	3
	Awareness of the trends in cloud computing	1,3
	Flexible approach to working hours to ensure scheduled laboratory sessions are supported, help with outreach / recruitment activities (occasional Saturday).	1,3

	Assist students with coursework on the Schools various HPC systems	1,3
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Desirable Criteria

Area	Criteria	Stage
Experience	Experience of teaching/instructing students in practical skills.	1,3
	Experience of managing a team.	1,3
	Experience in assessing/marking	1,3
	Experience of web content management systems	1,3
	Experience in robot programming, and computer vision APIs/ libraries Knowledge of machine learning and AI frameworks	1,3
Skills and abilities	Skilled in using virtual learning environments	1,3
	Familiarity with Robot Operating System (ROS)	1,3
	Familiarity with latest AI and deep learning programming environment and hardware Familiarity with Moodle VLE	1,3

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on a TECHNICAL SERVICES GRADE 6, (£33,966–£44,263 per annum) 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 **Technical Services Grade 6**, 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/>