

TECHNICAL INSTRUCTOR

Job Ref: REQ240972

Job Description

Job Grade: Technical Services Grade 5

Job Purpose

To work closely with Foundation, Undergraduate (UG), Postgraduate (Taught and Research) Students and staff throughout the school, providing a high standard of technical support at all times. Supervision of individuals and groups will form part of an established workload.

Job Duties

1. To provide technical support in the specialist technical area including the use of equipment and all ancillary equipment, processes, machinery and materials associated within the workshop[s].
2. To provide technical demonstrations and instruction in specialist areas to FE, UG and PG, students as part of timetabled activity so they are able to develop concepts and designs through to fully realised outcomes.
3. To prepare any materials, equipment or spaces as required for scheduled demonstrations or taught sessions.
4. To provide ongoing support and instruction during open access periods to help students further develop their skills and understanding of technologies and processes enabling them to produce the work they require for assessment.
5. To provide technical support for academic staff undertaking research and enterprise activity.
6. Provide technical expertise and information, making clear the outcomes, processes and limitations that may be involved.
7. To work either individually or as part of a team to deliver inductions and ongoing instruction for the purpose of ensuring appropriate and safe use of facilities, developing skills, and encouraging good health and safety practice.
8. To support in maintaining up to date induction records for all safety inductions, demonstrations and taught sessions to groups and individuals.
9. To support in the update and development of statutory risk assessments for the facilities, machinery, equipment and activities taking place in the work area.
10. To support in the update and development of COSHH risk assessments within the area.
11. To safely operate, monitor and where appropriate, maintain specialist equipment, facilities and machinery on a daily basis ensuring that all are fit for purpose at all times.
12. To source and order materials required for the manufacture of student work and any small equipment and consumables as required.

13. To undertake the necessary manual tasks required to ensure the smooth running, good housekeeping and maintenance required in the (specific) facilities.
14. To contribute to the recruitment, training and development of new staff as and when appropriate.
15. To manage the resale of goods to students and to manage stock accordingly as part of a team.
16. To report to either the Technical Tutor or Senior Technical Officer any significant matters concerning Health and Safety, maintenance, facilities and equipment or daily operations as they arise.
17. To assist with the preparation of studios for teaching and exhibition purposes and support external events.
18. To support open day and outreach activities with the specific remit of supporting/delivering demonstrations or presentations to inspire the interest and imaginations of potential students.
19. To work in all areas of the school where the post holder's skill set can be appropriately utilized in response to changing needs and to facilitate the school's ongoing succession plans.
20. To undertake any training required in response to changing needs and to facilitate the school's ongoing succession plans.

General

1. To participate in School and programme committees or meetings relative to the role holder's area of expertise.
2. To engage in training and development programmes in the University which are consistent with the needs and aspirations of the individual and the School.
3. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with university staff but may also include external organisations and parents.
4. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
5. To ensure compliance with relevant University policies and procedures.
6. To participate in any teaching, research or enterprise event as requested by the associate Deans.
7. 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.

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

Ensure that the school's lab and workshop areas are open and appropriately staffed between the core in order to fully accommodate advertised, timetabled sessions and open access periods so students are able to work effectively and safely.

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 Technical Tutor or Senior Technical Officer

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 | Significant practical experience working professionally in the technical area required or graduate degree from appropriate discipline. | 1,3 |
| | Experience of supervising others for the purpose of co-ordinating work and ensuring professional/H&S good practice. | 1,3 |
| | Using machinery and equipment in a busy workshop environment. | 1,3 |
| | Experience of working in a self-directed manner in a busy environment. | 1,3 |
| | Experience of managing and monitoring stock levels. | 1,3 |
| | Previous experience of working with students, providing instruction and direction. | 1,3 |
| Skills and abilities | Skilled in the use of specialist equipment within the workshop[s]. | 1,3 |
| | Ability to correctly prepare materials and equipment in quantities suitable for student workshop delivery. | 1,3 |
| | Skilled in the application of specialist processes. | 1,3 |
| | Must be articulate and able to communicate confidently and clearly. | 1,3 |
| | Able to organise and prioritise work in response to demand and with minimal supervision. | 1,3 |
| | Able to work under pressure. | 1,3 |
| | Able and willing to work as part of a team. | 1,3 |
| | Ability to source, order and manage materials and equipment. | 1,3 |
| | Able to undertake manual tasks. | 1,3 |
| | Understanding of current Health and Safety legislation. | 1,3 |
| | Able to keep records and perform administrative tasks accurately. | 1,3 |
| | Able to deliver clear instruction covering a range of skills and processes to an inexperienced audience. | 1,3 |
| | Competence in IT skills and Internet use. | 1,3 |
| Training | A willingness to undertake further training in response to the changing needs of the school and to adopt new processes procedures as and when required. | 1,3 |
| | Ongoing participation in specific Health and Safety training, particularly COSHH, Risk Assessment and manual handling. | 1,3 |
| Qualifications | At least HNC/HND (or Advanced City and Guilds/BTEC or Degree) in a relevant area. | 1,3 |
| Other | Commitment to observing the University's Equal Opportunities policy at all times. | 1,3 |

Desirable Criteria

| Area | Criteria | Stage |
|----------------|---|--------------|
| Experience | In depth knowledge of current and traditional technologies, processes and materials relative to area of specialism. | 1,3 |
| | Experience of working within and contributing to a research/enterprise environment. | 1,3 |
| Qualifications | Working towards registration with a professional body or towards AFHEA. | 1,3 |