

## Technician (Electronics Workshop)

Job Ref: REQ260289

### Loughborough University's Technician Commitment

Loughborough University is a signatory of the national Technician Commitment Scheme which pledges to ensure the visibility, recognition, career development and sustainability of their technical staff. The successful candidate will therefore be joining a thriving and visible community of staff with opportunities for collaboration and networking, and a clearly defined career pathway against which they can map and plan their own professional development and career progression.

### School summary

The postholder will work in the Wolfson School, based in the electronics workshop. The Wolfson School of Mechanical, Electrical and Manufacturing Engineering is one of the UK's largest engineering schools. It is home to around 250 academic and research staff, 80 professional staff, 1950 undergraduate students, 180 postgraduate MSc students and 160 research students

### Job Description

**Job Grade:** Grade 5, Technical Teaching and Specialist (TTS)

### Job Purpose

The postholder will work as part of a team to support and co-ordinate the daily operation of School technical facilities, using their knowledge and expertise to ensure compliance with health and safety regulations and the effective use of technical facilities, equipment and resources. This position provides an invaluable contribution to the learning, teaching and research aims of the School.

To provide a high standard of skilled technical support across for undergraduate and postgraduate students, research staff and academic staff in the area of Electrical and Electronic Engineering, working as part of a specialised team based within an electronics workshop environment. To liaise, help and develop student skills and assist academic staff on laboratory and workshop practices.

The postholder will receive general guidance and instruction but will be required to plan and organise their work independently. Initially, tasks will be straightforward within well-established routines and procedures but will increase in complexity and level of responsibility as the postholder's knowledge, training and professional development progresses.

### Job Duties

- Support and co-ordinate the daily operation of technical facilities, equipment and resources within the School, assuming a higher level of responsibility for facilities aligned to your specialism, including supervising and co-ordinating the work of other technical staff.
- Provide technical support for teaching and research activities, including demonstrating and instructing staff and students in the use of electronic equipment, CAD systems, and workshop techniques.
- Design, develop, build, test and calibrate bespoke electrical and electronic equipment and apparatus for teaching, research and consultancy purposes, including the development and modification of circuit designs.

- Manufacture and support the manufacture of Printed Circuit Boards (PCBs), using CAD software and a range of fabrication methods (e.g. etching systems, milling/router equipment), while ensuring adherence to safety standards.
- Carry out diagnostic testing, calibration, maintenance and repair of electronic and electrical equipment, including laboratory instruments such as oscilloscopes, power supplies and digital multimeters.
- Keep updated on Health and Safety regulations, implement them and escalate any issues. Carry out risk assessments, COSHH assessments, portable appliance testing (PAT) as required, and other compliance activities as required. If required, be willing to take on health and safety roles within the School, such as first aider and fire marshal. Ensure appropriate clothing, footwear and safety equipment is worn during technical activities.
- Co-ordinate equipment procurement and/or procure equipment and consumables within budget and policy guidelines.
- Develop and maintain technical documentation, such as standard operating procedures, and instructional materials.
- Drawing on your own expertise, identify technical issues and suggest solutions.
- Help prepare for and assist with Open Days, student visit days and outreach activities. Flexibility regarding working hours/days is required at times.
- Maintain good working relationships and communicate effectively with technical staff, academics, students, and visitors, including communicating complex information effectively to varied audiences. Attend and contribute to team meetings within the School and attend University technician networking events.
- Provide cover for any absence of other technical staff, at an appropriate level for the grade, when necessary.
- Complete role-specific training, such as manual handling training. This may require externally provided training.
- Undertake other general tasks and duties, commensurate with the grade level, as directed by the Line Manager.

### **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 observe the University's Equality & Diversity Commitment and equality legislation at all times. Our Commitment is detailed here: <https://www.lboro.ac.uk/equity-diversity-inclusion/our-commitment/>.

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

### **Organisational Responsibility**

Reports to: Electronics Workshop Supervisor.

## 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 laboratory, workshop or other technical facility, specifically engineering / electronics	1,3
	<ul style="list-style-type: none"> <li>• Experience of applying relevant processes and techniques, including circuit design, PCB manufacture and equipment testing/repair.</li> </ul>	1,3
	Experience of applying good Health & Safety practices in a relevant setting.	1,3
Skills and abilities	Ability to work with professionalism and discretion, in accordance with University values.	1,3
	Ability to use good communication and interpersonal skills to work effectively with others.	1,2,3
	Ability to communicate complex information in an effective and engaging way to a range of audiences, specifically in the area of electronics.	1,2,3
	Ability to work efficiently and accurately, planning and prioritising your own workload to deliver tasks within agreed timescales.	1,3
	Ability to apply your own initiative, be self-motivated and work with minimal supervision.	1,3
	Ability to be flexible and adapt to a changing work environment.	1,3
	Ability to learn new skills, techniques, processes and procedures, and have an aptitude for problem solving.	1,2,3
	Ability to establish and maintain effective documentation, such as standard operating procedures and instructional materials.	1,3
	Ability to use common Microsoft Office software to a good standard.	1,2,3
	Ability to use PCB and CAD software	1,2,3
	Ability to design and manufacture printed circuits and unique electronic devices to meet the needs of original research.	1,2,3
	Ability to undertake diagnostic testing, repair and modification of electronic equipment	1,2,3
Training	Proven commitment to ongoing professional development, including mandatory and role-specific training.	1,3
Equity, Diversity and Inclusion (EDI)	Commitment to understanding EDI challenges and observing University EDI guidelines.	1,3

Qualifications	Level 3, or equivalent qualification, in a relevant subject, including but not limited to: SVQ/NVQ Level 3/Two A Levels in relevant subject(s) and 5 GCSEs (including Maths and English)/Level 3 Vocational Awards/Advanced Vocational Certificate of Education (AVCE)/BTEC National Diploma/Ordinary National Certificate/Diploma (ONC/OND)/or equivalent qualification in another country.  <i>While a Level 3, or equivalent, qualification is preferred, we recognise the value of practical and 'real-world' knowledge and expertise, therefore candidates with a strong industry track record will be considered based on their demonstrated skills, achievements, and contributions to the field.</i>	1
	National Level H Units.	1
Other	Willingness to provide support for events, such as University open and visit days (occasional Saturday working may be required).	1,3
	Willingness to travel for work purposes, such as visiting suppliers, training and professional development.	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of providing technical support in a relevant setting, supporting either teaching and learning or research activities.	1,3
	Experience of either operating, testing and maintaining equipment	1,3
	Experience of purchasing equipment and consumables within agreed budgets, in accordance with organisation procurement policies.	1,3
	Experience of working in an electronic component manufacturing R&D workshop and an understanding of the issues to be faced in such a workshop	
Skills and abilities	Ability to co-ordinate and supervise the work of others.	1,3
	Ability to use Arduino/Raspberry Pi Microprocessor Boards. Experience in implementation and programming of these types of units	1,3
	Ability to PAT test	1,3
Training	Willingness to take on wider University roles on behalf of the School/Service, such as Health & Safety or other roles.	1,3
Other	Current driving license (to meet University requirements for driving University/hired vehicles).	1,3

### Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

### Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Uphold and actively contribute to the [University's commitment to Equity, Diversity, and Inclusion](#), ensuring that all duties are carried out in alignment with this.

## Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough. We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic and Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

## Our Accreditations



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.

We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

**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.**