
University of Sunderland

Role Profile

Part 1

Lifechanging



**University of
Sunderland**

Technician (Electrical Engineering)

Job Title:	Technician (Electrical Engineering)
Reference No:	
Reports to:	David Wilson
Responsible For:	Engineering Support
Grade:	C
Working Hours:	8.30 – 5.15pm
Faculty/Service:	Technical Services
Location:	St. Peter's Campus
Main Purpose of Role:	<ul style="list-style-type: none">• Provide technical support to enable the Faculty to meet its objectives in a range of technical activities within the Engineering area, supporting all practical aspects of lab operations to students and staff, with a particular focus on assisting students with Electrical/Electronic projects.• To monitor equipment inventory and maintain and order adequate stock levels of materials etc.• Commission and operation of new equipment, and demonstrate the safe use of such equipment to students and staff after suitable training• Ensure the transportation and operation of equipment as directed by the Team Manager• Ensure tidiness and cleanliness of laboratories / teaching rooms in area of responsibility with ready access to equipment and materials• Participate in relevant and appropriate staff development and training• Produce appropriate S.O.P's for lab and equipment operation• First line maintenance of equipment and experimental apparatus• Ensure compliance with Health and Safety legislation, regulations and University policies are followed.• Provide resources (electrical components and lab equipment) for student classes, student projects, research and external activity work• Demonstrate and assist students and staff in the safe use and operation of equipment and materials.• To support the induction process of students to the lab, demonstrating appropriate use of tools and equipment to students.• Ability to work with minimal supervision and prioritise workload, following guidelines to meet deadlines.
Key Responsibilities and Accountabilities:	<ul style="list-style-type: none">• Ensure preparation of practical teaching environments for student teaching, examinations sessions and local, national and international events
Special Circumstances:	Occasional flexibility of work patterns may be required to work evening and weekends (if required)



Part 2A: Essential and Desirable Criteria

	<i>Essential</i>
	Qualifications and Professional Memberships: <ul style="list-style-type: none">Degree in related subject or substantial professional experience
	Knowledge and Experience: <ul style="list-style-type: none">Experience of working with internal and external customers and stakeholdersDemonstrable record of Customer Service skills including working with academic, technical and administrative staffDemonstrable record of successful Team-workingDemonstrable experience of successful provision of user support within an lab environmentExperience of Electrical engineering and equipment such as multi metres, oscilloscopes and signal generators etc.Knowledge of relevant Health and Safety legislation, with the ability to carry out risk assessments
	<i>Desirable</i>
	Qualifications and Professional Memberships: <ul style="list-style-type: none">Health and Safety qualification(s)
	Knowledge and Experience: <ul style="list-style-type: none">Experience of working in a technical environment and similar work in an Educational establishmentComfortable with reading and electrical drawings and technical specifications.

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage	Communication – the role holder receives, understands and conveys straightforward information in a clear and accurate manner. In addition, the role holder receives, understands and conveys information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey information to others
	Liaison and Networking – the role holder is required to carry out standard day to day liaison using existing procedures in order to pass on information promptly, keep people informed to ensure co-operation of effort and that work is done effectively. The role holder is required to participate in networks within the institution or externally in order to pass on information promptly, keep people informed to ensure co-ordination of effort and that work is done effectively
	Service delivery – the role holder is required to deal with internal and external contacts where the service is usually initiated by the role holder, working within the institution's overall procedures or policies, AND OR understand and explore customer's needs, adapt the service accordingly to ensure the usefulness or appropriateness and quality of service (content, time, level of information, cost)

	Decision Making Process – the role holder is required to take independent decisions which have a minor impact. The role holder is required to be party to some collaborative decisions, work with others to reach optimal conclusions which have a moderate effect. The role holder is required to provide advice or input to contribute to the decision making of others which have a minor impact
	Initiative and Problem Solving – the role holder is required to use initiative and creativity to resolve problems where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning, weighing up the pros and cons of different approaches, identify and assess practical options, break the problem down into component parts
	Sensory and Physical Demands - the role holder is required to carry out tasks which require either mastery of a range of sensory or physical techniques, concentration to co-ordinate different sense or precision in applying these sensory skills, or involve considerable physical effort
	Work Environment – the role holder is required to understand variability in their working environment and its potential negative effect on the work process or health and safety of the individual or colleagues, determine the level of risk and appropriate response
	Pastoral Care and Welfare – the role holder is required to show sensitivity to those who may need help or, in extreme cases, are showing signs of distress, initiate appropriate action by involving relevant people
	Planning and Organising Resources Actively seeks information to support planning and prioritisation of work. Ensures that time and resources are used effectively to their maximum efficiency. Checks and reports on progress and achievement against plans to key parties. Develops plans to take account of problems, delays and new priorities.
	Teaching and Learning Support – the role holder is required to provide standard information or deliver teaching or training to introduce students or others who are new to the area to standard information or procedures
	Knowledge and Experience – the role holder is required to apply working knowledge of theory and practice, sharing this knowledge with others as appropriate, demonstrate continuous specialist development by acquiring skills and competencies
Date Completed:	July 2018