Job Description

Job Title: Technician (Mechanical Engineering)

Faculty/Directorate: Technical Services

Grade: 4

Full-time Permanent

	Duties of the role
Overall purpose of the role	To provide a technical service to support the day-to-day running of the Mechanical Engineering laboratories. Supporting learning and teaching and student enhancement activities such as the Formula student project. As well as having expert knowledge and experience relevant to these responsibilities, all technical support staff are expected to adopt a proactive role in keeping up-to-date with new developments as appropriate to their role. This may include students from other Faculties with different learning styles and backgrounds. It also includes the need to be sensitive to differing learning needs and to adapt support styles and techniques to accommodate these.
Main duties and responsibilities	1. Work with academics and students in the correct use of engineering machinery, ensuring all components, materials and equipment are available as required and components are manufactured to the specified dimensions. 2. Work as part of a team preparing all the day-to-day requirements for research and laboratory practical classes ensuring all teaching materials and equipment are available as required and are all in working order. 3. To support, advise and give practical assistance to students and staff in the use of machinery, equipment and techniques undertaken in close consultation with undergraduate / postgraduate course and module tutors. This may involve interpretation of requirements from verbal descriptions and sketches to help the student construct their engineering designs and can require an evaluation of the practicality of the design and where appropriate the commercial viability. 4. Participate in the safety induction for a specific workshop process for new students including appropriate H&S advice and monitoring of completions. 5. Monitor and ensure the safe use of hazardous materials such as chemicals used in the workshop, arranging for their disposal in accordance with DMU H&S rules. 6. Participate in good laboratory practice, safe handling procedures and the regular maintenance of equipment, ensuring that all equipment is maintained in accordance with current Health and Safety regulations.

	Duties of the role
	7. Share and transfer knowledge to colleagues to allow for the provision of adequate cover if required. 8. Fault finding and repair of educational apparatus and machine tools. 9. Facilitate extra curricula activities, such as Formula Student, to fabricate / manufacture complex assemblies. 10. Assist academic staff in the use of and development of practical experiments, Turbine Jet Engine, Diesel Engine etc, and trouble shoot equipment that experience particular faults. 11. Form alliances and relationships with key stakeholders across the University to enable effective delivery of services, raising the profile of CEM and ensuring clear, effective communication with internal and external stakeholders. 12. Ensure compliance with the University's standards for information systems, security and technology in line with the relevant legislation and audit requirements. 13. Remain innovative and stay abreast of all relevant industry and technological developments in the market place and provide advice to Management on how to take advantage of these to support the development of initiatives that deliver the University's objectives. 14. Represent CEM and the University on internal and external groups as appropriate. 15. Perform any other duties commensurate with the job grade as reasonably required from time to time. 16. Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

Person Specification

Job Title: Technician (Mechanical Engineering)

Faculty/Directorate: Technical Services

Grade: 4

Full-time Permanent

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications, Skills and Training	Qualified to HNC /HND or above level in a relevant Engineering subject.	Essential		✓			✓
	Engineering Degree		Desirable	✓			✓
	Evidence of 3 – 5 year practical engineering experience within the field of Mechanical Engineering such as Milling, Turning, Bench Fitting & Welding (MIG & TIG).	Essential		✓			✓
	Ability to apply knowledge to a range of situations in order to provide technical support to staff, students and facilitate extra curricula teams such as Formula Student.	Essential		✓	✓		
	Ability to manufacture components to very fine tolerances, taking a pride in the finished product.	Essential		✓	✓		
	Good interpersonal, verbal and written communication skills.	Essential		✓	✓		
	Knowledge of engineering documentation such as technical drawings and safety forms required for working procedures.	Essential		✓	✓		
	Experience providing technical support in an HE or similar environment		Desirable	✓	✓		
Performing In The Role	Knowledge of the use of machine tools such as 2D & 3D Computer controlled machining centres within a manufacturing environment.		Desirable	✓	✓		
	Good understanding of engineering machining techniques such as manual milling, turning, precision grinding etc.	Essential		✓	✓		
	Knowledge of Computer aided design (CAD) software packages such as solid works, PTC CREO and other relevant software packages.		Desirable	✓	✓		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Ability to produce components and assemblies from design drawings / CAD files.		Desirable	✓	✓		
	Good knowledge of H&S aspects within the working environment.	Essential		✓	✓		
	Knowledge / experience of Machine tool maintenance.		Desirable	✓	✓		
	Knowledge / experience of engineering lab experiments.		Desirable	✓	✓		
	Knowledge and experience of Motor vehicle repair and maintenance.		Desirable	✓	✓		
	Knowledge of stage performance setup, recording and creative application of sound.	Essentials		✓	✓		
Area of responsibility	**Requirements**	**Essential or desirable**		***Method of assessment**			
				A	**I**	**T**	**D**
Characteristics	Able to work to tight timescales and deal with users who have differing priorities	Essential		✓	✓		
	Ability to remain calm and motivated under pressure	Essential		✓	✓		
	Ability to work as part of a team and own initiative when required.	Essential		✓	✓		
	Ability to work flexibly to provide support out-of normal working hours	Essential		✓	✓		
	Commitment to equality and diversity	Essential		✓	✓		
	Sympathetic to and supportive of the culture of an academic organisation		Desirable	✓	✓		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**