

Job Description

Job title Technician

Technical Services

Grade: D

Role profile: SSD3

Part-time, on campus

Permanent

	Duties of the role
Overall purpose of the role	To provide a technical support service primarily to students and staff within the university. This includes providing training, practical assistance and advice in the use of specialist equipment, techniques and facilities in designated workshops, laboratories, clinical simulation suites and specialist teaching spaces, under the direction of the Team Leader. The post holder will support other practice areas within the university when required.
Main duties and responsibilities	• To work as part of a team to ensure the smooth running of the workshops, laboratories, studios, clinical spaces and/or specialist teaching facilities for undergraduate and post graduate teaching, and to provide assistance as appropriate in associated research and practice areas. • Assist in practical classes when required, maintain contact with academic staff for organising practical classes, assist academic staff in the development of projects and new experiments as required. Assist with troubleshooting aspects of the project and/ or experiment that have caused concern. • To undertake tasks assigned by the Technical Team Leader, ensuring timelines are met and quality is maintained, including quality control of prepared chemicals for experimental procedures, and preparing materials to a high level of accuracy. • To demonstrate various instruments, apparatus and techniques to staff and students including, for example, specialist software, engineering facilities, and audio-visual recording systems. • Participate in the regular maintenance of equipment to ensure that all equipment is maintained to comply with Health and Safety regulations. • Ensure each piece of equipment displays user-friendly guidelines by providing standard operating procedures (SOP), creating these where necessary. • Assist in updating and developing Risk Assessments and COSHH in line with university policy, as directed by a Team Leader, and assist in the compilation of information for compliance returns. • Adhere to and provide advice to staff and students on safe working procedures, ensuring safe and correct usage in line with standard operational procedures.

	• Monitor and ensure safe distribution and use of hazardous materials, including advising staff and students on the safe storage and disposal of waste and chemicals, and assisting in stock control duties and maintenance of relevant databases. • To ensure technical spaces and equipment are maintained in a clean and tidy condition, including disposing of and replenishing consumable items including stock control of the consumables. Complete ordering and finance administration, under the direction of the Team Leader. • To assist in the maintenance of the technical asset register and identifying equipment for a replacement program. • To assist in the provision of Goods Inwards service when required. • Have a commitment to continuing professional development and to be proactive in developing as wide a range of skills as possible to meet the developing needs of the university. • Commitment to good technical standards, ensuring consistency across technical spaces. • To support late finishing classes and assessments when necessary. • Support open day and outreach events. • Undertake First Aid training to contribute to the university's required First Aid and evacuation provision. • Support the university's work towards the Technician Commitment with a willingness to get involved in projects to enhance the visibility, recognition, career development and sustainability of technicians. • To undertake Portable Appliance Testing (PAT) for technical areas and to ensure training is refreshed. • Where applicable, able to design, manufacture and repair components for other areas across the university when requested. • Perform any other duties commensurate with the job grade as reasonably required from time to time. • This role may be subject to a DBS check, the level of DBS check will be determined at offer stage.
	Act in accordance with DMU Values: • Collaborative – Work together to achieve joint outcomes, understand how your work contributes to DMU, and be aware of your personal impact on others. • Compassionate – Be open, honest, and caring, work on a basis of trust, and hold yourself accountable for your actions. • Creative - Strive for better, challenge bureaucracy, explore digital solutions, and innovate creatively. • Community minded - Embrace alternative views, treat others with respect, and tackle inequalities.

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| | <ul style="list-style-type: none">• 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.• All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.• The postholder should have a positive attitude towards health and safety, and be aware of and comply with all health and safety policies for the university, as applicable. There will be a requirement to complete all mandatory health and safety training as deemed to be relevant for the position held. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system. |
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Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Education/Qualifications	Degree in a relevant subject		Desirable	✓	✓		✓
	HND or equivalent technical qualification, or to be able to demonstrate practice-based experience in a similar field	Essential		✓	✓		
Technical	Ability to work as part of a team to service the day-to-day requirements of technical areas	Essential		✓	✓		
	Experience in a range of techniques relevant to a technical role	Essential		✓	✓		
	Previous experience of team working within a technical space, including the maintenance of a safe and clean working environment	Essential		✓	✓		
	Experience of working in FE/ HE environment		Desirable	✓	✓		
	Previous experience of developing protocols for safe working procedures		Desirable	✓	✓		
	High standard of accuracy and attention to detail	Essential		✓	✓		
	IT skills and knowledge applicable to a technical environment with ability to support audio/visual software	Essential		✓	✓		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Learning Support	Ability to effectively manage own time in order to deliver a high standard of technical service	Essential		✓	✓		
	Effective communicator with people in various roles using a variety of methods	Essential		✓	✓		
	Ability to convey technical information through a variety of methods	Essential		✓	✓		
Health and Safety	Willingness to undertake First Aid and/ or other training in order to contribute to the university's First Aid and evacuation provision	Essential		✓	✓		
	Good working knowledge of Health and Safety regulations pertaining to teaching environments and COSHH	Essential		✓	✓		
Additional Requirements	This role is subject to a DBS check, the level of DBS check will be determined at offer stage	Essential		✓	✓		
Our Values and Behaviours at DMU							
Collaborative	Support colleagues to achieve outcomes whilst being aware of personal impact of individual contribution and impact on colleagues	Essential		✓	✓		
Compassionate	Act openly and honestly, showing care to others and holding oneself accountable for own actions	Essential		✓	✓		
Creative	Striving for better, offering constructive challenge to creatively explore solutions and innovations to improve	Essential		✓	✓		
Community-minded	Treating others with respect, demonstrating empathy and embracing alternative views and values whilst seeking to tackle inequalities	Essential		✓	✓		

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