

Level 2 Specialist Technician (Core facility)

1 JOB DESCRIPTION

Faculty / School or Division: Faculty of Science and Engineering

Faculty/School or Division Address: Queens Building, University walk, Bristol, BS8 1TR

Job Family:	Technical Services		
Grade:	H	Salary range:	£36,320 - £40,704 per annum
Hours of work:	35 hours per week	Contract type:	Open-ended
Work pattern:	Full time	Vacancy Reference Number: SUPP113889	

1.1 Main Job Purpose

A primary source of specialist skills and expertise in the Faculty Mechanical Workshop; for design, manufacture, adaptation, repair, construction and commissioning of a wide range of sophisticated research and teaching equipment, often based on emergent or early-stage concepts. Using up-to-date specialist knowledge to find solutions and achieve objectives for academic research and teaching work within the Faculty of Engineering and the wider University. Where appropriate, to train staff, students and other technical colleagues in such techniques or provide a specialist service.

1.2 Main Statement of Responsibilities

Professional Practice

Provision of specialist support for complex activities within the workshop. Typical duties would include:

- Working with key stakeholders (e.g. Principle Investigators) to provide specialist services and/or plan and design research experiments e.g. test rigs
- Keeping accurate records of methods and results, monitoring quality of output.
- Operating, servicing, maintenance and calibration of workshop and specialist equipment.
- Diagnose and rectify complex problems to find short and long-term solutions.
- Sourcing and maintaining stocks of lab materials and consumables, as well as input into larger and more specialist purchases, liaising with relevant contacts and suppliers to ensure fit for purpose solutions and cost effectiveness
- Writing risk assessments and method statements/standard operating procedures (SOPs), ensuring compliance with all relevant guidelines
- Training others in specialist techniques, processes and procedures where necessary.
- Respond independently using initiative and judgement to find solutions and take action

- Flexible and responsive based on service need. Give task direction to others when necessary.

The Student Experience

Using specialist experience to provide extensive guidance, troubleshooting, support and training to students conducting research studies or projects.

Planning & Organising Resources

Plan, manage and prioritise own workload while responding to the changing priorities and needs of a busy, dynamic environment.

Planning resource needs for area of responsibility within defined limits, to include managing access to equipment.

Consult, collaborate and influence by liaising and building relationships with key contacts/customers (internal and external).

Governance and Compliance

Use of expert knowledge to implement and review local rules, University Health & Safety policies and legislative requirements; set and uphold standards, e.g. safe working, good laboratory/workshop practices, relevant legal frameworks.

Leadership and Management

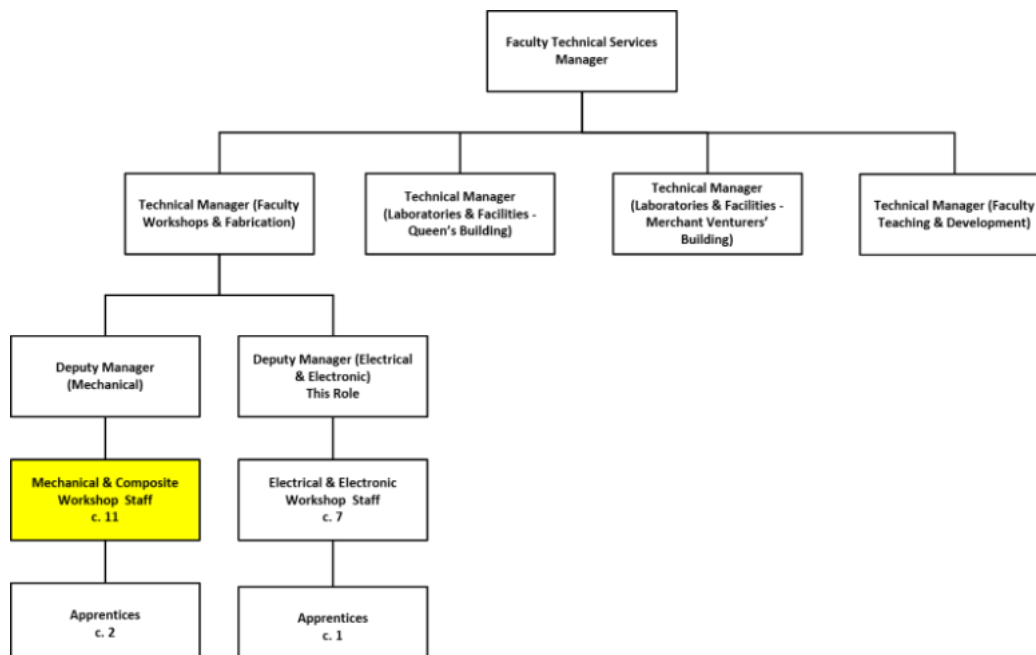
Where appropriate induction and supervision of students or other technical staff; planning and prioritising workload of others to deliver objectives.

Responsible for day to day management of specialist research resources or facilities.

1.3 Relationships

Line manager to (where appropriate): Supervision of other technical staff where appropriate

1.4 Organisation Charts



1.5 Job Hazards/Safety Critical Duties (Pre-employment health screening)

- 1 The following duties are an intrinsic part of the role and any offer of employment will be conditional upon satisfactory health screening by the University Occupational Health Service:
 - Regular manual handling, e.g. regular moving or lifting of objects
 - Demanding physical role that includes twisting or stooping, working on foot for long periods of time, e.g. operating workshop machinery, walking between buildings; manual handling
 - Operating workshop machinery and tools (risk of exposure to dust and fumes, RPE provided)
 - Use of workshop consumables such as metalworking fluids, epoxy resins, degreasers
 - Working with small parts and fine details
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2 PERSON SPECIFICATION

2.1 Relevant Experience, Skills and Knowledge

Essential

- Detailed specialist knowledge and refined skills; 3 years' experience in engineering workshop practice, such as milling, grinding, turning and fitting.
- Good IT skills, working knowledge of relevant specialist software
- Good organisational skills, with the ability to deal with and prioritise a range of ongoing tasks at the same time, and to be able to cope under pressure
- Ability to review and advise on complex procedures
- Ability to work independently towards pre-defined goals
- Consistently maintaining a high level of accuracy and precision in all areas of work
- Innovative approach to work

Desirable

- Experience working with a variety of materials, i.e. stainless steel, copper, brass, composites, plastics and wood.
- Tool-making experience
- Experience working with Solidworks, Autodesk Inventor / Fusion 360, Corel draw

2.2 Relevant Qualifications

Essential

- City & Guilds or relevant qualifications
- Relevant qualifications at GCSE, or NVQ level 2/3, or equivalent level, plus relevant work experience.

Desirable

- Relevant qualification at degree or equivalent level
- Appropriate professional registration

2.3 Communication and Interpersonal Skills

Essential

- Polite and courteous approach when dealing with others
- Ability to effectively communicate with a wide variety of internal and external contacts
- Ability to work both independently and as part of a team
- Ability to convey knowledge and complex technical information to service users
- Excellent influencing skills

2.4 Additional Criteria

Essential

- Commitment to customer care and to providing a quality service
- Take ownership for continuous improvement in own knowledge, practice and skills
- Ability to use initiative in service delivery