Coventry University Group
CU Academic Services

JOB DESCRIPTION & PERSON SPECIFICATION

1. JOB INFORMATION

Post Title: Technical Tutor
Grade: Senior Associate, Band 6
Salary Range: Competitive starting salary range from £33,403 up to £37,606 per annum (dependent upon experience) with the potential to progress. A discretionary range for candidates with exceptional experience can be discussed/considered.
Mode: 1.0 FTE/ Contract
Ref No: 3849

The role of Technical Tutor typically includes a range of duties and responsibilities from those itemised below, depending on the requirements of the post. Additionally, any specific requirements of this post are summarised within the section headed "Job Purpose".

2. JOB DESCRIPTION

.1 Purpose

Technical Tutor :- Focusing on technical skills and technology in education, the role holder develops and delivers: inductions, skills demonstrations and skills training across UG, PG, CD and other appropriate courses. They assess students' work and focus on early interventions to increase student Office for Students metrics and student satisfaction as measured by NSS, PTES and TEF.

.2 Main Duties and Responsibilities

Facility & Service Work

- Design, develop and deliver inductions, demonstrations and skills training
- Support independent learning (e.g. final year projects) by enabling students' growth of existing practical competence and understanding
- Provide an excellent student learning experience tailored to different learning requirements
- Assess student competence (typically pass/fail)
- Contribute to the design and layout of spaces when either buildings are being refurbished or there are changes to workspaces
- Supervise students' use of facilities (including during open access periods)
- Provide technical support for assessments requiring specialist laboratory resources.
- Prepare specialist spaces, facilities and resources for teaching, research or assessment activities as appropriate.

Equipment

- Complete a scheduled maintenance activities and repairs for equipment where specialism exists.
- Inspect and calibrate equipment. Liaise with suppliers and manufacturers to resolve problems and investigate replacement options.
- Contributing to the Installation and commissioning of specialist equipment.
- Advise on equipment capabilities demonstrating how results can be achieved.

- Design and deliver bespoke equipment and apparatus.

Health and Safety

- Maintain relevant up-to-date health and safety knowledge providing support/advice to others
- By developing local procedures, establish and maintain a safe/compliant working environment
- Oversee compliance tasks ensuring timely completion and maintenance of appropriate records
- Complete accident reporting and assist with investigations
- Undertakes H&S supervision of staff and students
- Approve access to specialist spaces as required

Management, Planning & Delivery

- Provide line management (or leadership), motivation and support to a technical team staff of broad remit as appropriate
- Schedule, prioritise and monitor work and performance in line with demands and deadlines
- Assist with recruitment of technical staff
- Responsible for the planning, operation, feasibility and supervision of a variety of specialist spaces
- Work collaboratively with other areas to ensure efficiency and elimination of duplicated effort
- Organise and facilitate progress and management meetings
- Matrix manage staff to achieve objectives
- Support prioritisation of specialist space use to achieve maximum benefit

Leadership & Strategy

- Contribute to and support change
- Be a key contributor to service development, delivery, planning and innovation
- Interaction with internal and external networks, where appropriate.

Stock Control & Asset Management

- Manage spend against the budget, working with budget holder or line manager.
- Source and negotiate with suppliers for a range of items depending on the role (e.g. all consumables for teaching, specialist parts/equipment etc.)

Development

- Assist managers with the identification of training and development needs
- Mentor junior staff
- Improve own performance by reflecting on practice
- Support the wider technical community by sharing best practice.

Pastoral Care

- Assist students requesting wellbeing support signposting and flagging with relevant unit

AND such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

3. Supervision Received

Managed by the Technical Manager (with local supervision and coordination provided by Senior Technical Tutor where applicable).

.4 Supervision Given

Technician
Assistant Technician
Support Technician

.5 Contacts

Academic and technical staff at all levels throughout the University.
Students.
Research staff and students.
External organisations

3. PERSON SPECIFICATION

This is an exciting role in a dynamic organization. You will bring a considerable track record of achievement along with enthusiasm to work as part of a team to secure the success of the University.

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
Education/ Qualifications	QCF level 5 (HND or equivalent) in the area of Civil Engineering or considerable previous relevant work experience Risk Assessment and COSHH training (or willing to undertake training).	NEBOSH/IOSH qualification
Experience	Demonstrated experience in Civil Engineering Established experience in providing technical support for laboratory based teaching and research, including setup, maintenance, and troubleshooting of equipment Experienced in delivering skills instruction and demonstrations in relevant technical areas, with measurable outcomes (e.g., improved user performance or competency) Documented ability to fault-find and repair laboratory equipment, with a track record of successful repairs or issue resolutions Verified experience adhering to health and safety protocols in a workshop or laboratory environment, with evidence of compliance (e.g., accident-free record, audits passed)	

Job-related skills/ Aptitudes	Experienced in operating and managing a wide range of laboratories, workshops, and studios, demonstrated by supporting or maintaining a range of labs/workshops Evidenced ability to develop innovative solutions to complex technical problems, with examples of implemented solutions that resulted in measurable improvements (e.g., increased efficiency, reduced downtime) Skilled in verbal and written communication, demonstrated through regular reporting, training, or presentations to students or staff Skilled in effectively conveying technical knowledge to students and staff at all levels, as evidenced by feedback or assessments from students/staff Clear understanding and application of relevant health and safety regulations for the specialism, with a history of maintaining safety standards Documented ability to line manage staff and operate in a matrix management system, with experience in overseeing teams or projects	

Interpersonal Skills	Demonstrated ability to delegate tasks effectively, ensuring appropriate allocation of work based on team members' skills and priorities Experienced in supervising staff in a laboratory or technical environment, with measurable results (e.g., staff performance improvement, increased efficiency) Skilled in working independently while contributing as an effective member of a team, evidenced by past team projects or self-directed work outcomes Accomplished in planning and managing outputs for a small team of technical staff, with evidence of achieving team goals or meeting deadlines Strong interpersonal relationship management skills, with examples of conflict resolution or successful team collaboration	
Other Requirements	Flexibility to work outside of standard hours or adjust to changing requirements, with demonstrated instances of adaptability in previous roles Committed to equality and diversity, with evidence of contributing to diverse and inclusive work environments (e.g., participation in diversity initiatives, training, or policies)	

Other Responsibilities

1. Carry out all duties in accordance with the Coventry Equal Opportunities Policy and other policies designed to protect members of staff or students from harassment. The individual should also counteract such practice or behaviour by challenging or reporting it.

2. Take all reasonable care of the health and safety of yourself, other people and resources whilst at work to comply with the Health and Safety Policy, Codes of Practice and local rules and regulations.

Review Clause

3. It is Coventry's practice periodically to review job descriptions and person specifications and update them to ensure they accurately reflect the current requirements of the job. This process will be completed by the manager in consultation with the individual whose job description is being reviewed.