



Job Description & Person Specification

Post title: Assistant Technician	Post No: 011120
School or Department: School of Science & Technology	Date created: July 2022
Grade: C	Hours per week: 37
Fixed term end date: N/A	
Other requirements of the role:	
Immediate line manager: Technical Specialist	
Title & Grade of posts line managed by postholder: n/a	

Job purpose: As a member of the Technical Team, assist and support students and academic colleagues in laboratories, workshops and studios. Maintain a safe and appropriate work environment, ensuring it is fit for purpose and prepared suitably.

The Assistant Technician works in the following subject areas:

1. Science & Technology

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

A) Principal Duties

1. Cleaning of equipment both manually and with washing machines.
2. Replenish stocks of consumables/stores of basic equipment etc. in order to ensure availability to meet work requirements.
3. Ensure that work areas are kept in a clean and orderly manner so to comply with Health and Safety requirements and regulations.
4. Organise the cleaning of staff & student lab coats.
5. Assist technicians with the setting up of materials, equipment and apparatus for laboratory or workshop sessions as instructed by the supervising technician.
6. Assist technicians with practical demonstrations of equipment to staff and students
7. Undertake routine cleaning, maintenance and minor repairs of basic equipment within own area, as instructed by the supervising technician.
8. Carry out record keeping, filing, data inputting, cataloguing as required by supervising technicians.
9. Be aware of key contacts within the school.
10. Be aware of key contacts within the school.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes		
Attributes	Essential	Desirable
Knowledge	<p>Knowledge of basic Science terminology.</p> <p>Knowledge of basic equipment used in Science.</p> <p>General awareness of basic scientific Health and Safety regulations</p>	<p>Knowledge of software packages e.g. Microsoft Office.</p> <p>Knowledge of maintaining equipment within Science</p>
Skills	<p>Good standard of IT literacy, including standard MS Office applications</p> <p>Ability to work accurately and efficiently, both independently and as part of a team.</p> <p>Good organisational skills and ability to prioritise and work to deadlines</p> <p>Good communication skills, with experience of communication through various mediums</p>	
Experience	Some relevant experience of working within a similar environment	Experience of working in a HE environment
Qualifications	Educated to GCSE level or equivalent in a relevant subject/ equivalent work experience	Relevant A levels or equivalent

Competencies	
Essential Competencies	Desirable Competencies

<p>Customer Focus (Level 1) Is professional and polite in all dealings with customers, providing a quality service.</p> <p>Communicating and Influencing (Level 1) Actively listens. Communicates information effectively.</p> <p>Organisation and Delivery (Level 1) Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p> <p>Team Working (Level 1) Works effectively as a member of a team. Takes responsibility for getting things done as part of a team.</p>	<p>Adaptability (Level 1) Willingly takes on new tasks/adopts new approaches as required as appropriate to job role. Participates in PDR and takes responsibility for keeping professional skills and knowledge up to date.</p>
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Job Description and Person Specification created by (post title): Technical Team Leader
