

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Senior Technician – Electrical and Electronic Engineering

## **College/Department**

College of Science & Engineering

## **Location**

Nuclear Skills Academy, Infinity Park, DE24 9FU

## **Job Reference Number**

0499-24

## **Salary**

£31,814 to £35,750 per annum (for exceptional performers, there is scope for further progression up to £41,113 per annum)

## **Reports To**

Technical Team Leader - Nuclear Skills Engineering

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The post holder will support and develop practical related activities for the engineering technician apprenticeship scheme. Working across level 3, level 4 and level 6 programmes within the newly created Nuclear Skills Academy with a particular emphasis on Electrical and Electronics Engineering skills, such as knowledge of electrical components, basic circuitry and Programmable Logic Controllers (PLC). This role may also require occasional travel to other University of Derby sites to assist tutors in the delivery of practical based modules.

Working closely with academics and members of technical team, the post holder will provide specialist support relating to Electrical Engineering activities. Working across several laboratories with a high degree of autonomy, the post holder will be expected to provide additional technical support across the academy as required.

## **Principal Accountabilities**

1. To deliver formal technical skills instruction sessions, including handouts, to apprentice students in the use of resources, software and any relevant health and safety procedures. To include ongoing informal assessment of student competence and effectiveness.
2. Maintaining effective liaison with other senior technical advisors, academic and administrative staff to provide the best use of resources.
3. To develop and deliver appropriate schemes of instruction relevant to resource area through close liaison with academic staff and Technical Team Leader.
4. Managing the organization and maintenance of equipment and workshop spaces in the area including equipment asset registers and ensuring compliance with all relevant Health and Safety regulations and policies.
5. Providing technical assistance, apprentice student supervision and guidance as agreed with the line manager.
6. Providing input and advice on the forward planning of resources.
7. To assist and support research and knowledge transfer work by providing technical knowledge in appropriate resource areas.
8. Managing technical area budgets in accordance with the University’s Financial Regulations.
9. Assisting in the selection, recruitment and induction of new technical staff in line with the University’s Human Relations Policies and Procedures
10. Ensuring the provision of appropriate training programmes for all staff.
11. Attending relevant committee meetings as agreed with the Technical Team Leader.
12. Participating in the University’s staff Development Review and engaging in personal staff development to ensure a current awareness of relevant technology as agreed with the relevant Technical Team Leader.
13. Undertaking any other duties as required in agreement with the Technical Team Leader/ Technical Manager. Deputising for the Technical Team Leader when required.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Degree in related discipline, or equivalent experiential learning in a related subject

#### **Experience**

* Successful practical experience in vocational area of Electrical/Electronics Engineering
* Knowledge and experience working with basic circuitry and electrical components

#### **Skills, knowledge & abilities**

* Knowledge of Programmable Logic Controllers (PLC)
* Knowledge of current industry practices
* Knowledge of workshop safety procedures
* Ability to consistently provide a high-quality learning experience for all students/trainees
* Ability to consistently demonstrate high levels of job performance.
* Ability to make a positive contribution to the team, valuing colleagues’ particular professional expertise and respecting other members of the team as individuals
* Demonstrable ability to organise own workload to meet deadlines and targets with minimum supervision
* Demonstrable ability to communicate effectively face to face, on the telephone and in writing
* Ability to demonstrate tasks/processes to individuals and small groups
* Ability to work with young people
* Ability to understand and work with a diverse range of cultural groups
* Ability to prepare, maintain and repair equipment and resources
* Ability to use standard PC software to produce a range of documents
* Ability to carry out College business as appropriate and promote the College’s good reputation within the community
* Knowledge of delivering technical instruction to students and creating teaching materials
* Awareness and ability to support Health and Safety were appropriate

#### **Business requirements**

* Responsibility for promoting and safeguarding the welfare of children and young persons in the area and College. This includes a requirement for an Enhanced with Barred Lists DBS check.
* A willingness to work across university sites in a cost effective and timely manner
* Ability to work evenings and weekends if required
* Willingness to work towards a First Aid qualification and provide First Aid cover
* Willingness to undertake staff development

### **Desirable Criteria**

#### **Qualifications**

* Recognised First Aid qualification
* Risk and COSHH assessment training

#### **Experience**

* Experience of working in a teaching/training team

#### **Skills, knowledge and abilities**

* PLC & Basic Circuitry systems
* Knowledge of health and safety issues and legislation
* Experience of working with young people in a training environment
* Experience of designing, analysing and troubleshooting electrical systems

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)

# **Our People**

The University of Derby is committed to promoting equality, diversity, and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore, we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.