Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Technician</th>
<th>Job family and level</th>
<th>Technical Services Level 2</th>
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<tbody>
<tr>
<td>School/Department</td>
<td>Advanced Materials Research Group (AMRG), Engineering</td>
<td>Location</td>
<td>University Park</td>
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Purpose of role

To provide technical support to academic, research and technical staff within the Advanced Materials Research Group (AMRG) in a team specialising in Microwave Process Engineering. Duties will include the operation of experimental laboratory test rigs, assembly and installation of associated equipment, sample preparation and analysis, maintenance and modification of processes and construction of rig components. This will include assisting with test work, advising and providing prompt, effective solutions to research problems and contributing to the continual progression of diverse research projects using a broad range of engineering and laboratory skills and disciplines.

Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
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<tr>
<th>% time per year</th>
<th>Main responsibilities</th>
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| 1               | Materials testing and analysis  
  ▪ Performing the accurate and repeatable preparation of analytical test samples to high standards, recording and interpreting results. Capturing experimental data from sample procedures, interpreting the results and documenting the data to a high standard, within required deadlines whilst staying responsive to changing priorities. | 40% |
| 2               | Operation of standard and specialist experimental systems  
  ▪ Operation, adjustment, monitoring and safe operation of specialist research rigs, apparatus and laboratory equipment relative to the group.  
  ▪ Supporting training of staff in the use of the group’s apparatus and rigs. | 30% |
| 3               | Planning and Prioritisation  
  ▪ Plan work and prioritise routinely, escalating problems or conflicts to more senior colleagues. | 10% |
| 4               | Health and Safety Performance  
  ▪ Consider Health and Safety in the performance of all duties by assessing the risks of the planned activity and performing the tasks having considered, and acted to secure, the safety of yourself and others and maintain a safe work environment through conducting testing to time and quality requirements, check status of equipment, notify and take action on non-conformance, where appropriate. | 5% |
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<th></th>
<th>Technical Support</th>
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<td>5</td>
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<td>▪ Assist, guide and support students and/or other technicians whilst conducting testing activities in the laboratory. This may also include providing guidance and support to junior colleagues through on-the-job training/coaching in own area, in the use of equipment and techniques.</td>
<td>5%</td>
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<tr>
<th></th>
<th>Communication</th>
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<td>8</td>
<td></td>
<td>▪ Communicate effectively information/instructions to researchers, other technical staff, laboratory management, academics, commercial staff, suppliers and maintenance staff both internally and externally.</td>
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<td>▪ Maintain accurate data records, draft routine document control.</td>
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<th>Team and Development</th>
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<td>9</td>
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<td>▪ Contribute towards technical team meetings and/or research project meetings, as required and have involvement in the development, testing, and construction of new equipment and/or techniques.</td>
<td>5%</td>
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## Person specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td>▪ Excellent oral and written communication skills, including the ability to communicate information with clarity.</td>
<td>▪ Experience in engineering and enthusiasm towards technical problem solving.</td>
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<td>▪ Analytical ability to be able to interpret testing requests.</td>
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<td>▪ Good customer relation skills.</td>
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<td>▪ Ability to work accurately to maintain high standards, with the ability to work effectively under pressure.</td>
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<td>▪ Ability to adopt a methodical approach to work to achieve work deadlines.</td>
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<td>▪ Expected to be competent in undertaking a range of technical support activities independently.</td>
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<td>▪ Skills covering a wide range of general laboratory and Engineering processes.</td>
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<td><strong>Knowledge and experience</strong></td>
<td>▪ A sound understanding of Health and Safety.</td>
<td>▪ Practical appreciation/experience of hazards.</td>
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<td>▪ Previous relevant laboratory experience, with the ability to undertake a range of technical support activities with minimal supervision.</td>
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<td>▪ Experience in the operation of laboratory process equipment.</td>
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<td><strong>Qualifications, certification and training (relevant to role)</strong></td>
<td>▪ A minimum of two A Levels in relevant subjects or equivalent vocational qualifications (NVQ, City &amp; Guild), plus some experience in a relevant technical/scientific role. Or Considerable work experience in a relevant technical/scientific role.</td>
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<td><strong>Statutory, legal or special requirements</strong></td>
<td>▪ Must be eligible to work in the UK</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people
Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.

Taking ownership
Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.

Forward thinking
Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.

Professional pride
Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.

Always inclusive
Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

Line manager

Role holder

Key stakeholder relationships

Senior Technical Manager

Technician

Colleagues

Students