



<b>Job title</b>	Senior Technician	<b>Job family and level</b>	Technical Services Level 3
<b>School/ Department</b>	Computer Science	<b>Location</b>	Jubilee Campus

## Purpose of role

The purpose of this role is to provide high-quality, specialist technical support to a School/Unit within the Faculty of Science, planning and overseeing the day-to-day running of a specific work area, to allocate resources, and to provide supervision/training in the use of equipment/systems and techniques to staff/students. The role holder will be responsible for the upkeep of a designated work area, as well as, maintenance of equipment/systems. The role holder may manage a small team of technicians/staff as part of their duties.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Technical running of the Work Area</b> <ul style="list-style-type: none"> <li>Plan and oversee the day to day running of a work area/ research project, allocating resources and providing supervision to staff and/or students to ensure work objectives and standards are met.</li> <li>Set and monitor work standards, adapting and refining work practices and procedures in work area. May be involved in the preparation of work Rota's and activity/scheduling in own work area.</li> </ul>	40%
2	<b>Technical Knowledge</b> <ul style="list-style-type: none"> <li>Utilise technical knowledge and expertise to conceptualise and interpret the requirements of the customer.</li> <li>Advise and assist staff and students on the development, design, preparation, construction, assembly and application of equipment/systems, which may include setting up of experiments/systems and the deployment of particular techniques.</li> </ul>	20%
3	<b>Interpretation of Data/Results</b> <ul style="list-style-type: none"> <li>Assist in the interpretation of results/data, providing quantitative and qualitative analysis, advising staff and students of the application, techniques and use of relevant technical/laboratory equipment and/or systems.</li> </ul>	10%
4	<b>Routine Maintenance</b> <ul style="list-style-type: none"> <li>To conduct regular routine maintenance, fault diagnosis and repair of equipment/ apparatus/systems personally or through others in own</li> </ul>	10%

	<p>area of responsibility, as required, and advise, where necessary, on the purchasing of equipment and consumables</p> <ul style="list-style-type: none"> <li>Ensuring the adequate stocks of materials/equipment and maintaining appropriate records.</li> </ul>	
5	<p><b>Specialist Advice</b></p> <ul style="list-style-type: none"> <li>To provide quality and timely advice, assist and train staff and students on the development, design, preparation, construction, assembly and application of equipment/systems, the setting up of experiments and/or deployment of particular techniques/methods.</li> </ul>	5%
6	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>Monitor 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:</li> <li>Ensure staff, students and/or new researchers are trained in techniques and the safe and effective use of equipment to ensure compliance with relevant health and safety regulations, including carrying out safety risk assessments.</li> </ul>	5%
7	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Communicate effectively, liaising with the users of University services and/or external consultants/suppliers and provide information/instructions to the department and wider university as required.</li> <li>Ensure the completion of clear and accurate documentation, records and reports in order to comply with University quality standards.</li> </ul>	5%
8	<p><b>Contribution to the development of methods/ techniques/ equipment</b></p> <ul style="list-style-type: none"> <li>Contribute to the development of new or improved methods/techniques/equipment and to undertake further training to develop skills and techniques relevant to role.</li> </ul>	5%
9	<ul style="list-style-type: none"> <li>Any other duties appropriate to the grade and role</li> </ul>	

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Analytical, interpretation and problem solving skills.</li> <li>▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information.</li> <li>▪ Good customer relation skills.</li> <li>▪ Ability to work accurately in order to maintain high standards, with the ability to work effectively under pressure.</li> <li>▪ Ability to build relationships and collaborate with others internally and externally.</li> <li>▪ Ability to work independently to resolve technical queries.</li> <li>▪ Ability to learn new skills and procedures to improve the service provision.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proven report writing skills.</li> <li>▪ Capability to organise own and other's activities to meet set deadlines.</li> <li>▪ 'Drive for results' the ability to coach and motivate others to meet and exceed set objectives.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Proven technical experience in relevant techniques and equipment.</li> <li>▪ An understanding of regulations and procedure governing area of work (including Home Office and Health and Safety) and implications of non-compliance of other staff.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of the computer science/ specialism in area of work.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Minimum of HNC in relevant subject, or equivalent qualifications plus considerable work experience in relevant role or Substantial work experience in relevant role.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Additional qualifications in a relevant area and/or laboratory skills e.g., Health and Safety.</li> </ul>
<b>Statutory, legal or special requirements</b>		



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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others



