University of Nottingham
UK | CHINA | MALAYSIA

Role profile

Job title	Technical Specialist	**Job family and level**	Technical Services Level 4
School/ Department	School of Chemistry within the Faculty of Science	**Location**	University Park

Purpose of role

The purpose of the role will be to have responsibility for the provision of specialist support to instrumentation, systems and/or experimental work within an area of teaching and research activity in the School of Chemistry within the Faculty of Science.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% time per year**
1	**Specialist technical support work and management** ▪ Responsible for the technical organisation and/or operation of advanced scientific/experimental/IT system support/technical work that requires specialist skills, techniques and/or knowledge. ▪ To plan and organise operation of systems, advanced instrumentation and/or experimental and/or technical work within the department. ▪ To provide guidance and support to staff and/or students, as required, as a recognised source of technical and experimental expertise. ▪ Manage day-to-day functions, allocating work/responsibilities for a team/function and all aspects associated with these operations (may include supervision of non-technical staff and involvement in performance meetings). ▪ Work with Senior Managers, and liaise with Central Service colleagues, monitoring progress to meet teaching and research performance indicators.	50
2	**Specialist Advice** ▪ Act in a consultant capacity and as a recognised source of technical and/or experimental expertise, advising both internal and external contacts on the development and application of specialised systems, techniques, experimental procedures and the analyses/interpretation of results. ▪ To provide technical guidance and advice to solve complex queries and/or in the support of grant applications and in the contribution to research publications. ▪ Represent the area of expertise at meetings and committees as required.	10
	Conduct complex analyses	20

3	▪ To conduct complex quantitative and qualitative analyses of data and results, and use to make improvements. ▪ Contribute to the interpretation of the results and the development of research, teaching and/or other areas of activity.	
4	**Identify opportunities to develop new techniques and procedures** ▪ To identify opportunities to develop and implement new techniques, procedures and systems in the support of activity within the area. May include contributing to the development of research through designing apparatus/equipment/systems.	10
5	**Health and Safety** ▪ Ensure that the department complies with work related legal and health and safety standards. ▪ Ensure the security of plant and machinery in own area.	10
6	▪ Any other duties appropriate to the grade and role.	

Person specification

	Essential	Desirable
Skills	▪ Ability to interpret then analytically and logically problem solve. ▪ Excellent oral and written communication skills, to enable the identification and understanding of staff/student requirements. ▪ Ability to assess and organise resource effectively recognised from previous project management experience. ▪ Ability to adopt a methodical approach to prioritising work in order to achieve deadlines. ▪ Excellent customer relation skills. ▪ Ability to build effective working relationships and collaborate with others both internally and externally.	▪ Competency in both practical and theoretical aspects of all engineering techniques.
Knowledge and experience	▪ Proven ability to work accurately in order to provide quality technical support with the ability to work effectively under pressure. ▪ Proven ability of CNC, manual milling, turning and fitting. ▪ Proven technical and/or experimental expertise in engineering including design, manufacture and development of scientific equipment. ▪ A sound understanding of AutoCAD and fusion design packages. ▪ Ability to repair and maintain typical engineering workshop equipment. ▪ A sound understanding of health and safety regulations and the implications of non-compliance.	▪ Knowledge of 3D-printing and it's use within the engineering setting. ▪ Ability to understand, conceptualise and interpret the technical and/or experimental requirements of staff and students. ▪ Ability to identify and manage risks to enable effective project delivery.
Qualifications, certification and training (relevant to role)	▪ Minimum HNC or equivalent, plus substantial work experience in a relevant role or Proven track record with extensive work experience in a relevant technical or scientific role.	


GENDER CHARTER
Athena Swan
Gold Award
RACE CHARTER
Race Equality Charter
Bronze Award
disability confident
EMPLOYER
Stonewall
DIVERSITY
CHAMPION

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