

Job Description



Staffordshire University Services Ltd

Job title	Technical Assistant
Service	Technical Services
Normal Workbase	Stoke Campus
Tenure	Permanent
Grade/Salary	Grade 4
FTE	0.4 FTE

Job Purpose

To provide assistance across a range of technical provision supporting the teaching delivery, student learning, research and enterprise work in the area of Science and across other technical areas as required.

Relationships

Reporting to: Technical Services Manager – Science

Main Activities

- To provide effective technical assistance, support and advice to staff and students in Science
- To work effectively alongside or under instruction from Technical Specialists and/or Technical Instructors in providing superb student supervision and guidance.
- To provide technical assistance in setting up labs, workshops and studios for timetabled teaching sessions, open access, research, open days, Schools and College events.
- To undertake an ongoing informal assessment of student competence and the effectiveness of skills instruction delivery techniques, including verification of student understanding and attendance.
- To undertake routine calibration, configuration and operation of specialist and non-specialist technical equipment.
- To develop and maintain handouts or guides on the correct use of specialist equipment and/or to help demonstrate good skill techniques.
- To assist in the management of resources including recommendations for improvements, the preparation of orders, ordering/issue of consumable materials and associated stock and storekeeping tasks and administration of inventories.
- To assist with the planned maintenance, repair and servicing including problem solving related to specialist technical equipment.

- To liaise closely with academic and other technical staff in relation to teaching facility developments and support requirements.
- To identify new technological developments and distribute knowledge within the team, making recommendations and suggestions to the Technical Services Manager on future investment needs within technical areas.
- To ensure that Health and Safety legislation and regulations are adhered to and that technical areas are kept in a safe and orderly manner, including facilitating the implementation of a Health and Safety policy and providing advice on safe working practices.
- To contribute to regular Health and Safety audits and/or inspections and write risk assessments for technical activities as necessary.
- To encourage collaborative work between all technical teams across the University, building strong working relationships and promoting the effective use of resources and ensuring that shared objectives are achieved.
- To provide technical support for research projects as required.
- To assist with enterprise and commercial work by providing technical knowledge and skills when required and promoting University facilities for enterprise activities.
- To assist in the delivery of technical cover when dealing with external consultancy.
- To undertake continuous professional development in order to ensure a current awareness of developments in related academic and technical areas.
- To provide support cover across other technical subject areas as and when required, according to individual technical expertise.
- To proactively engage in and fully support any initiatives introduced to raise the profile of the technical team.
- To provide support when required on University open days and recruitment events, including weekend working.
- To undertake other such responsibilities as may reasonably be required by the Head of Technical Services and/or Technical Services Manager.

Special Conditions

There will be a need for the post holder to work evenings and occasional weekends to cover course requirements, marketing and recruitment activities.

Professional Development

The University is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University.

In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Should you wish to discuss this vacancy informally before making an application please contact:

Jayne Francis
Technical Services Manager – Science
Tel 01782 295943
j.e.francis@staffs.ac.uk

Person Specification

Job Title: Technical Assistant

Service: Technical Services



Staffordshire University Services Ltd

The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1.	A level or equivalent level qualification in a relevant discipline e.g. chemistry or biology or appropriate experience.	E	A
2.	Previous experience, knowledge and skills working in a similar busy workshop, laboratory or technical environment.	E	A/I
3.	A creative, innovative and flexible approach, with commitment to ensuring an excellent student experience.	E	A/I
4.	Excellent verbal and written communication skills with the ability to engage, and an enthusiasm to work with students.	E	A/I
5.	An effective team player who is self-motivated and with good organisational skills.	E	A/I
6.	A demonstrable record of delivering a high level of customer service.	E	A/I
7.	A working knowledge of Health and Safety legislation and a willingness to update and maintain safe working practices.	E	A/I
8.	Ability to use initiative and demonstrate an innovative and pro-active approach to problem solving.	E	A/I
9.	A demonstrable knowledge of general science technical resources and practices	D	A/I

*Key	
[A] Application form	To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'
[I] Interview	To be assessed during the formal interview process