

J o b D e s c r i p t i o n

Position:	Technician / Demonstrator Built Environment
School/Service:	School of Engineering and Built Environment
Reference:	265/P
Grade:	5
Status:	Permanent
Hours:	Full – Time
Responsible to:	Associate Director - Engineering

Main Function of the Post:

- To act as a support for student learning, teaching and research across the portfolio of academic disciplines including support for students' projects and self-directed study in any discipline linked to the built environment.
- To provide a demonstrator/technical support service which meets the needs of academic staff and students, and enables optimum use of university resources. The role includes support and demonstration of a range of equipment including geospatial surveying equipment and the equipment found in the civil engineering labs covering water, ground and structures.
- Assist the teaching team in demonstrating experiments and setting up facilities and equipment for practical work and demonstration.
- A key aspect of the work will be undertaking risk assessment and ensuring compliance with the University Health & Safety Policy.

Specialist Competencies:

- Whilst all Demonstrators/Technicians are required to work across a range of disciplines their specialist practical area requires them to have a knowledge of materials used in civil engineering and construction, including the preparation of materials for fabrication and test.
- To act as specialist support for the laboratories related to the Built Environment and to maintain these to a safe and high technical standard.
- To be qualified in Civil Engineering, Construction or related discipline.

Principal Duties and Responsibilities:

1. To work in support of the whole range of teaching, research and commercial activities undertaken by the University including support for student projects and self-directed study.
2. To prepare workshops and rooms for staff and students in line with academic needs. Ensure these facilities and adjoining areas are in a clean and tidy condition, they conform to health and safety standards at all times, and that these areas are maintained in a way which enables other functions such as cleaning and security to carry out their duties effectively.
3. To assist students and staff with the day-to-day function of workshops and teaching areas, including the use of a range of equipment and processes.
4. To take responsibility for the health, safety and welfare of those who are using the specialist areas for which the role holder has responsibility, and reporting non-compliance issues to their line manager. Ensuring appropriate safety equipment is available, including appropriate Personal Protective Equipment is maintained and in good order and used.
5. To induct and demonstrate safe working practices, the function of the equipment and processes, and proper use of materials. Ensure that induction and demonstration records are documented appropriately for students, staff and commercial partners.
6. Deliver Health and Safety Inductions to student and commercial partners in the areas for which the Demonstrator/Technician is responsible; making staff, commercial partners and students aware of the professional code of conduct required when working in the area.
7. Demonstrate and communicate safe working practices as identified through the various risk assessments, the function of the equipment and processes and the proper use of materials. Explain hazards associated with equipment, processes and substances and demonstrate precautions against them including checks to be carried out prior to using equipment
8. To supervise the designated areas, permitting access to only those students/clients who are recorded as having completed induction, and ensuring that they continue with safe working practices at all times.
9. Demonstrate the use of equipment and technical procedures to staff, clients and students within the Demonstrators/Technician's specialist area of competence.
10. Develop and prepare material, demonstration aids and samples to be used during demonstrations to build a stock of handouts, diagrams and user instructions appropriate to each demonstration as required in all relevant areas.
11. To assist with the scheduling and booking of a wide range of lab activities and equipment. To maintain accurate records of all transactions and to exercise proper stock controls including an annual stock take.

12. To assist in the preparation, mounting and demounting of exhibitions, both on and off the University premises.
13. If a “named” driver, to drive the University vehicle or hire vehicle for the purposes of delivery and collection of university equipment, machinery, exhibition materials etc. and other necessary transport related to the work including field trips.
14. To undertake checks to ensure that all equipment is maintained in good working order as required by health and safety legislation, and to ensure that inventories are up to date and accurate.
15. Undertake regular stock checks and process orders for the requisition of materials and equipment relevant to curriculum needs and health and safety requirements.
16. To carry out all work in accordance with the University health and safety policies and procedures, including the preparation of COSHH, manual handling and risk assessments and the implementation of mitigating actions and controls and to undertake portable appliance testing.
17. To give assistance in other practical areas when required.
18. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
19. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University’s Equal Opportunities policy and Dignity at Work policy at all times.
20. To participate in university internal/external events, deemed appropriate to the duties and take part in academic activities such as open days, applicant days, clearing, enrolment, awards ceremonies etc as required.

Note:

This is a description of the position requirements as it is presently constituted. It is the University’s practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary, update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this is an evolving role with a requirement to travel and attend events external to the University in support of School/University business requirements.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position:	Technician / Demonstrator – Built Environment	Reference:	265/P
School/Service:	Engineering and Built Environment	Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Honours degree in relevant subject area or equivalent level qualification/experience	Priority 1	Documentation / Interview
1 b)	Relevant qualification/experience in Civil Engineering or Construction technology or a Built Environment Discipline.	Priority 1	Documentation / Interview
2	Skills / Knowledge		
2 a)	Competent in the use of equipment within specialist area (including associated software applications)	Priority 1	CV / Interview
2 b)	Competent in the processes and procedures within specialist areas: <ul style="list-style-type: none"> • Soils testing and geotechnical engineering. • Surveying and the use of land surveying equipment 	Priority 1	CV / Interview / Assessment
2 c)	Able to use and demonstrate use of a wide range of equipment and processes within these areas	Priority 1	CV / Interview
2 d)	Excellent communication skills with the ability to present information clearly, accurately and concisely to students and colleagues	Priority 1	CV / Interview / Assessment
2 e)	Good oral communication and interpersonal skills to liaise effectively with colleagues, students and external contacts in a professional manner	Priority 1	CV / Interview
2 f)	Able to understand and apply standard University regulations	Priority 1	CV / Interview
2 g)	Able to organise and prioritise tasks and workload through from the initial stage to completion to achieve work schedules and deadlines	Priority 1	CV / Interview
2 h)	Commitment to quality and compliance to standards	Priority 1	CV / Interview
2 i)	Credible and current skills and experience of working with live data capture analysis on experimental facilities.	Priority 1	CV / Interview / Assessment
3	Experience		
3 a)	Credible experience of operating and maintaining laboratory equipment.	Priority 1	CV / Interview
3 b)	Experience of providing technical assistance in the specialist area to staff and students	Priority 1	CV / Interview
3 c)	Relevant experience of demonstrating/instructing others (individually and in small groups) in the use of equipment and/or practical techniques/processes	Priority 1	CV / Interview

3 d)	A record of excellent customer focused service	Priority 1	CV / Interview
3 e)	Proven track record of working effectively in a team	Priority 1	CV / Interview
3 f)	Proven track record of working effectively on own, using initiative and prioritising own workload to meet set objectives	Priority 1	CV / Interview
3 g)	Experience of undertaking risk assessments/COSHH/Manual Handling assessments	Priority 1	CV / Interview
3 h)	Experience of undertaking Portable Appliance Testing	Priority 1	CV / Interview
4	Personal Qualities		
4 a)	Able to work effectively and contribute as a member of a team, whilst using own initiative as appropriate	Priority 1	Interview
4 b)	Display commitment to service excellence and dealing with people in a customer care environment	Priority 1	Interview
4 c)	Able to work under pressure and work to deadlines, own objectives.	Priority 1	Interview
4 d)	Able to work within a service led environment, shaped by the demands of the users	Priority 1	Interview
4 e)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 f)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 g)	Able to adapt to changing demands, procedures and routines	Priority 1	Interview
5	Other		
5 a)	Able to work flexibly and remotely and travel as appropriate in order to meet the needs of the service including evening/weekend working	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act / Freedom of Information Act, Health & Safety within the work environment, Prevent and the Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Physically able to undertake the requirements of the role	Priority 1	Interview
5 e)	Willing to undertake staff development training, which may take place outside the University	Priority 1	Interview
5 e)	Hold a clean current UK driving licence including endorsement to drive a van + trailer. Be prepared to drive the University's vehicle as required to travel between sites/student events including field trips	Priority 1	Interview / Documentation

Note:

- Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.

2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required