

Job Description

Position	Technician	Position No.	11727
Directorate/College/ Department	Brunel Centre for Advanced Solidification Technology (BCAST)		
Salary Grade	S6		
Contract type	Full-time, permanent		
Accountable to	Laboratory Manager (or acting Laboratory Manager).		
Internal stakeholders	BCAST staff and students, University Health and Safety office, University Estates Directorate.		
External stakeholders	BCAST Research partners, Contractors and Suppliers		
Date reviewed	Feb 2020		

Principle accountabilities of the position:

The technician is responsible for the routine maintenance of the laboratory equipment and services. They will also be required to participate in the experimental aspects of research programmes as required.

The activities will be carried out in accordance with the safety, environmental and quality procedures of Brunel University London.

They will be working as a member of teams where accuracy, team working and responsiveness are important attributes.

The main role of the technician will include, but not be limited to, the following:

- Participation in Maintenance, Continuous Improvement and Environmental Health and Safety operations.
- Responsible for site services in conjunction with University Estates Directorate. (chillers, gas supplies etc.)
- Discussion with equipment suppliers & equipment testing to verify capability
- Evaluation of process data to confirm equipment performance
- Practical support to experimental set up e.g. modifying equipment, welding, producing jigs, modifying gas supplies etc.
- Assisting teams carrying out experimental operations

Core skills:

- Maintenance skills:
 - Mechanical & Welding skills
 - Electrical skills
 - Hydraulic skills
 - Knowledge on TPM & Continuous Improvement
 - Basic computer skills

- Working flexibly
- PLC / Control System skills considered an advantage.
- Experience with hot processing equipment would be an advantage
- Experience in molten metal handling would be an advantage
- Experience on large scale / industrial equipment would be an advantage

Typically, the job holder will be qualified to a minimum of ONC or HNC level or apprenticeship served with relevant practical experience.

Key expectations of the position:

- Sets and monitors technical standards for self and where appropriate, a small team in area of specialty, ensuring personal familiarity with the relevant equipment and software is maintained
- Proactively contributes to the development of new or improved methods/techniques/equipment systems
- Develops, adapts and refines work practices in area of specialty, writing appropriate guidance documents/SOPs
- Advises students and staff in preparation and use of equipment; advises on safe systems and techniques at a specialist level and leads on demonstration/student facilitation ensuring courteous service delivery
- Carries out a range of repairs, maintenance and servicing, diagnosing faults and problems
- Adheres to and advises others on H&S policy and practice with very good knowledge of regulations such as COSHH and Risk Assessment. Takes responsibility for ensuring room and project level Risk Assessments are complete and up to date
- Carries out complex analyses, interpreting results and recommending conclusions
- Ensures record keeping systems are appropriate, up to date and complete
- Writes reports and analyses options; presenting results, as appropriate
- May lead a small team and/or be responsible for service delivery, making decisions in regard to areas of responsibility, allocating work to colleagues and providing instruction, guidance and training as required
- Engages with University IT systems and processes to facilitate the work of the role
- Liaises with the wider University and or external consultants/suppliers, builds professional networks and can influence decision making
- Advises on pricing and all aspects of purchasing and procurement; consulting with staff as required
- Participates on Open Days and other key events for the College/department
- Undertake compliance roles such as Fire Marshall, First Aider etc. as required

Effective Behaviors

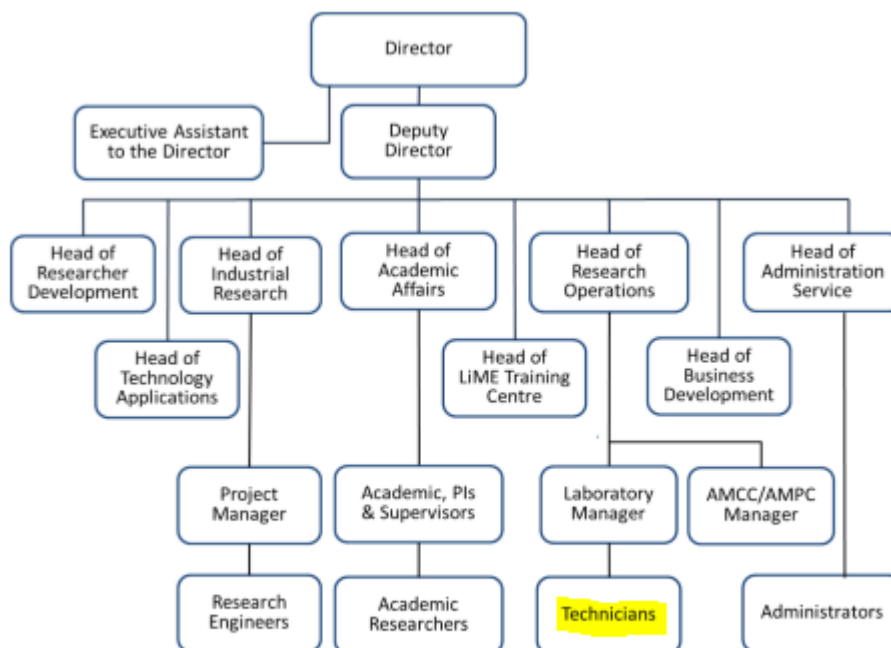
- Open & honest
- Supporting and encouraging of team colleagues
- Fair & inclusive
- Attention to detail
- Determined
- Timeliness
- Meeting Deadlines
- Focussed on excellence
- Ability to adapt a flexible approach to the demands of a busy college/department in order to accommodate changes in priorities when required.

University Employment Policy:

1. Undertake any other reasonable duties as required and commensurate with the grade of post.
2. Adhere to and comply with the provisions of the General Data Protection Regulations and the Health and Safety at Work Act in accordance with University policies.
3. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
4. Adhere, comply and work in accordance with University and Departmental policies, procedures and codes of conduct.
5. Promote the University's Environmental Policy and demonstrate commitment to it through actions and decision making.
6. Actively participate in on-going professional development activities as requested

Organisational Chart

The organisational chart comprises of the role, the manager of the role and any direct reports to the role.



BCAST organisational structure.

Disabled applicants meeting the Essential criterion will be guaranteed an interview as part of the University's commitment to the Disability Confident Scheme.



Person Specification

Attributes	Criteria	Essential /Desirable	How measured
Education, qualifications & training	GCSE Maths & English grade C or equivalent or relevant vocational qualification	E	Application form, Interview
	Technical qualification/HNC/NVQ 4 or degree level	D	
	First Aider / Fire Warden or willing to undertake training	E	
Experience	Previous experience of a technical nature	E	Application form, Interview
	Supervisory/line-management experience	E	
	Understanding of a range of relevant specialist equipment and software	D	
	Good general and specialist ICT skills	D	
	Experience with general and specialist software	E	
Knowledge, skills and abilities	Excellent standard of written and spoken English	E	Application form, Interview
	Well-developed knowledge of H&S policies, including risk assessment and COSHH	E	
	Depth and breadth of knowledge in a relevant specialist area	E	
	Ability to effectively lead and motivate a team	D	
	Ability to demonstrate initiative to effectively resolve problems.		
	Ability to work with minimal supervision	E	
	Ability to build productive working relationships with stakeholders (such as staff and students)	E	
	Ability to effectively delegate tasks and make decisions	E	
	Ability to work with a variety of technical specialists	E	
	Ability to instruct and deliver information or briefing to the appropriate audience.	D	
Excellent general and specialist ICT skills	D		

	Knowledge of Health & Safety regulations and procedures	E	
	Ability to work in an environment where new ideas and challenges arise on a daily basis	E	
	Practical engineering skills in equipment maintenance and repair	E	
Additional Attributes Required (not included above)	Willing to work outside normal working hours on limited occasions.	E	Application form, Interview

Job Hazard Assessment

Any identified hazards have undergone appropriate Risk Assessments.

Please tick all relevant workplace hazards identified with this post.				
Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitisers, Biological Agents Class 2 and above and GMOs.				
Display screen <input checked="" type="checkbox"/> equipment	Manual handling <input checked="" type="checkbox"/>	Prolonged standing e.g. 1 hour plus <input checked="" type="checkbox"/>	Prolonged sitting e.g. 1 hour plus <input checked="" type="checkbox"/>	
Biological agents: Class 2 and above and GMO Class 1 <input type="checkbox"/>	Human blood, tissue or fluids <input type="checkbox"/>	Respiratory sensitisers or laboratory allergens e.g. animals <input type="checkbox"/>	Skin Irritants/Chemicals <input type="checkbox"/>	
Work in confined Places <input type="checkbox"/>	Ionising radiation <input type="checkbox"/>	Noise (more than 80 dba-8 hrs. law) <input checked="" type="checkbox"/>	Lone working <input type="checkbox"/>	
Use of dangerous machinery <input checked="" type="checkbox"/>	Electrical hazards <input checked="" type="checkbox"/>	Shift work/night work <input type="checkbox"/>	Work outdoors <input type="checkbox"/>	
Neck & arm vibrating equipment <input type="checkbox"/>	Fork lift truck driving <input checked="" type="checkbox"/>	Work at heights <input type="checkbox"/>	Lasers <input type="checkbox"/>	
Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office:				
Physical demands of the job	Lifting <input checked="" type="checkbox"/>	Carrying <input checked="" type="checkbox"/>	Bending <input checked="" type="checkbox"/>	Pushing <input checked="" type="checkbox"/>
If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency:				
Travel/Off-site working:	% of time	UK <input type="checkbox"/>	Overseas <input type="checkbox"/>	
Driving for work:	None <input type="checkbox"/>	Occasionally <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Daily <input type="checkbox"/>
Management responsibility:	Supervisor <input type="checkbox"/>		Non-supervisory <input checked="" type="checkbox"/>	
Hours of work:	Full time <input checked="" type="checkbox"/>		Part time <input type="checkbox"/> hours	
Non-standard contractual hours? (evenings/weekends) Very rare Night work N/A Frequency, number of hours, type of work outside standard hours:				
Other – including occasional or possible work hazards (please specify nature and frequency): Molten Metal Handling				