**TEMPLATE ROLE DESCRIPTOR**

**JOB DESCRIPTION – Job Ref XXXXX**

|  |  |
| --- | --- |
| **Job Title and Grade:** | **Associate Technician (Grade 4)**  |
| **Contract:**  |  |
| **Hours:**  |  |
| **Salary:**  |  |
| **Department/Section**  |  |
| **Responsible to:** |  |
| **Reports on a day-to-day basis to:**  |  |

**Key responsibilities of the post**

* Providing efficient and professional technical support to (department/school), working under regular direction
* Working with both students and other staff
* Contributing your skills and expertise to the (department’s/school’s) and the University’s mission of excellent education and research

**Duties of the post**

**COMMUNICATIONS**

* Understanding and conveying information in a clear and accurate way to a variety of audiences, using appropriate methods according to the audience; this may occasionally include complex conceptual, technical or specialist information
* Supporting the teaching and learning activities of students on specific tasks, issues or activities, providing feedback where appropriate
* Communicating constructively and effectively with colleagues, proactively encouraging a flexible and co-operative approach

**RESOURCES**

* Effective service delivery to staff and students, including routine maintenance of equipment and other resources, environment etc., to ensure a successful outcome, including: *[EXAMPLES]*
* Providing routine maintenance of equipment
* Basic operation of equipment (e.g.…)
* Ensuring cleanliness and efficient operation of own work area
* Routine record-keeping and storage of information
* Maintenance, with appropriate support, of Core Service Equipment
* Managing stock in order to maintain supplies
* Taking responsibility for maintaining other ancillary services
* Assessing the demands of students and staff, proactively seeking to understand requirements to deliver optimal result
* Effective management of time and using initiative to decide priorities
* Involvement in decision-making both independently and in groups, together with advising and contributing to the decisions of others, who may be at a higher grade
* Contributing towards the development of an effective team and effective relationships with other colleagues and students, on an ongoing basis

**PROBLEM SOLVING**

* Routine data gathering and analysis, leading to accurate results as required by service users
* Efficient record keeping, storage and retrieval

 **ENVIRONMENT**

* Awareness of, and adherence to, health and safety requirements

**KNOWLEDGE AND EXPERIENCE**

* Application of technical knowledge in (insert detail) areas
* Sharing knowledge with others, both staff and students
* Ongoing maintenance of existing skills; ongoing professional development

Any other duties as may be assigned from time to time by the Head of Department or their nominee.

**Terms of appointment:**

For a full description of the terms of appointment for this post please visit:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

**PERSON SPECIFICATION**

|  |
| --- |
| **JOB TITLE: Technician (Grade 4)**  |

**Qualifications /Training**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * 5 GCSEs at Grade A – C (or equivalent), including English and Maths
 |[x] [ ]
| * Qualified to A-level standard (or equivalent) in a relevant field
 |[ ] [x]
| * HNC or equivalent experience
 |[x] [ ]

**Experience/Knowledge**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Experience of working within a related technical context
 |[ ] [x]
| * Experience of working in a related academic environment
 |[ ] [x]
| * Proficiency in use of IT (e.g. word processing, spreadsheets, email, etc)
 |[ ] [x]
| * Understanding of Health and Safety requirements and procedures
 |[x] [ ]

**Skills/Abilities**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Good literacy and numeracy skills
 |[x] [ ]
| * Ability to work as part of a team
 |[ ] [x]
| * Good communications skills with all relevant stakeholders
 |[x] [ ]
| * Good interpersonal and organisation skills; demonstrated ability to work independently and show initiative
 |[ ] [x]
| * [OPTIONAL ] Proven experience in laboratory record-keeping and management/organisation
 |[ ] [x]

**Other**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Ability to meet the requirements of UK ‘right to work’ legislation\*
 |[x] [ ]
| * A strong commitment to the University’s values and mission to deliver excellence in both education and research
 |[x] [ ]
| * A strong commitment to development of own skills on an ongoing basis
 |[x] [ ]