University of Essex

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 16 December 2018

Interviews are planned for: 15 January 2019

JOB DESCRIPTION – Job ref REQ02143

Job Title and Grade:	Senior Technical Officer Grade 8
Contract:	Permanent, full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£33,199 - £39,609 per annum
Department/Section:	School of Computer Science and Electronic Engineering
Responsible to:	Head of School, CSEE
Reports on a day to day basis to:	Computer and Electronic Systems Manager
Responsible for:	Development and maintenance of the Essex Intelligent flat (ISpace).
Purpose of job:	Develop and maintain the iSpace for research and teaching activities. In addition, the role involves developing IOT facilities within the University and with the University industrial and research partners. This will entail supporting all uses of the iSpace laboratory in areas such as teaching, student projects and research. Promoting and supporting the iSpace and IoT facilities as a platform for interdisciplinary research of the whole University

Duties of the Post:

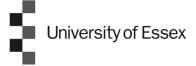The primary duties of the post will include:

- Installing, updating and maintaining the IoT research and teaching facilities (currently the iSpace) and developing IoT facilities within the University and with the University industrial and research partners
- Supporting students using the IoT facilities for PhD, MSc and BSc projects
- Creating various IoT demos for use in the School Open Days
- Promoting and supporting the IoT facilities as a vehicle for interdisciplinary research across the whole University.
- Any other duties as may be assigned from time to time by the Head of School or their nominee.

The secondary duties (i.e. longer term aims) of the post include:

- Increasing the quantity of research and consultancy income thorough, for example, making external funding applications which can be returned under the next REF
- Helping to develop impact cases for the next REF
- Contributing to the knowledge exchange activities of the School
- Supervising undergraduate, postgraduate and PhD students.
- Carrying out administrative duties as may be required to support this post.

Service Delivery

- An MSc or PhD in Computer Science/Electronic Engineering or related discipline
- Evidence of strong technical activity, and the potential for research excellence
- Embedded Computer System Design , Implementation & Publication
- Middleware Design , Implementation
- Mixed-Reality/Augmented Reality Design , Implementation & Publication
- Embedded-agent Design , Implementation

- Internet-of-Things Design , Implementation
- Computer Programming (Java, C++) Design & Implementation
- The ability to develop research infrastructure and contribute to the research activities of the School.
- Increasing the quantity of research and consultancy income thorough, for example, making external funding applications which can be returned under the next REF
- Helping to develop impact cases for the next REF
- Contributing to the knowledge transfer activities of the School to the local communities to disseminate our research and knowledge in intelligent and smart spaces
- Support and assist seminar presentations, workshops, and student project events, such industry-facing final year project day demonstrations.
- Providing help and support via the technicians help desk, and assisting with Health and Safety issues throughout the School.

Maintenance and Upgrade

- On an occasional basis, carry out electrical safety Portable Appliance Testing (PAT) on electrical equipment within departmental laboratories and safety risk assessments (projects, infrastructure etc.).
- Record keeping relating to software, security, inventory and asset management of lab computers.
- Responsible for scoping and sourcing equipment for procurement and liaising with suppliers on technical requirements and quotations.
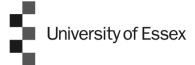
Other

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

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:
For a full description of the terms of appointment for this post please visit:
http://www.essex.ac.uk/hr/current-staff/terms.aspx#

December 2018

PERSON SPECIFICATION

JOB TITLE: Senior Technical Officer

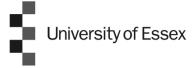**Qualifications /Training**

	Essential	Desirable
▪ An MSc or PhD in Computer Science/Electronic Engineering or related discipline.	X	

Experience/Knowledge

	Essential	Desirable
▪ Evidence of strong research activity, and the potential for research excellence	X	
▪ Embedded Computer System Design , Implementation & Publication	X	
▪ Middleware Design, Implementation.	X	
▪ Mixed-Reality/Augmented Reality Design , Implementation & Publication	X	
▪ Embedded-agent Design , Implementation	X	
▪ Internet-of-Things Design , Implementation	X	
▪ Computer Programming (Java, C++) Design & Implementation	X	
▪ TCP/IP networking/routing knowledge		X

Skills/Abilities

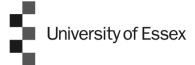|	Essential	Desirable
▪ Excellent programming ability	X	
▪ The ability to develop research infrastructure and contribute to the research activities of the School.	X	
▪ The ability to complement the School's teaching.		X
▪ Evidence of student supervision.		X
▪ Ability and willingness to engage in knowledge exchange activities.		X
▪ Excellent communication and written skills.	X	
▪ Ability and willingness to provide demos.	X	
▪ Excellent interpersonal skills, both oral and written (e.g. email).	X	
▪ Proven ability to work independently and as part of a team.	X	
▪ Commitment to provide a high level of service to university staff and students.	X	
▪ Good organisational skills, and ability to cope with multiple priorities.	X	
▪ Good problem solving and analytical skills.	X	
▪ Willingness and ability to learn new skills and knowledge both independently or through training.	X	
▪ Positive, proactive attitude.	X	
▪ Ability to demonstrate software and hardware to students and staff.	X	

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Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	X	

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link
https://www.gov.uk/government/organisations/uk-visas-and-immigration

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ADDITIONAL INFORMATION

Faculty of Science and Health

You can find more information about the Faculty at the following https://www1.essex.ac.uk/sh/

The Internet-of-Things

The Internet-of-Things at the University of Essex comprises a world-leading test facility for IoT, the iSpace (a domestic apartment instrumented with IoT device). Research in these spaces ranges from fundamental embedded-agent and mixed-reality research through to smart-home, smart city, cyber-space and iLearning applications of the Internet-of-Things.

This post will seek to maintain and develop our existing facilities together with exploring the opportunities to build new facilities, ensuring the department remains a world leader in this important area. These environments provide significant opportunities for novel research; publication and generating funding proposals which the successful candidate would be expected to take a leading role in through both collaborative and independent research. .

General information

Informal enquiries may be made to Ian Dukes, Computer and Electronic Systems Manager, (telephone: 01206 872474 e-mail: idukes@gmail.com). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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