

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
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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: 28 February 2019

Interviews are planned for: a date to be confirmed



JOB DESCRIPTION – Job ref REQ02300

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:	Supervision of the technical aspects within the CSEE department as directed by the Systems Manager
Purpose of job:	The job holder will support hardware and software specific to departments in CSEE at large. Furthermore, to provide an advanced technical link between theory and the practical disciplines of real world computer and intelligent space. To facilitate students through concepts to project deliverables.

Duties of the Post:

The primary duties of the post will include:

- Installing, updating and maintaining the Internet of Things (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 in areas such as teaching, student projects and research.
- 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 University.

Service Delivery

- Contributing to the knowledge transfer activities of the School to the local communities to disseminate our research and knowledge in intelligent and smart spaces.
- Developing research infrastructure and contributing to the research activities of the School.
- Supporting and assisting seminar presentations, workshops, and student project events, such as 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.
- Liaising with internal academics and external stakeholders to analyse business procedure and clarify requirements.
- Undertaking experiments and feasibility studies to allow the iSpace to be a World Leading lab for Internet of Things.
- Communicating the impact of the emerging Internet of Things Technologies to external stakeholders and work and local councils.
- Providing advice and assistance in the procurement, provision, delivery, installation, maintenance of the iSpace IT systems.
- Examining existing business models and test plans and researching, analysing and evaluating the iSpace to make sure it is developed and maintained to be world leading testing best in intelligent spaces and Internet of Things.
- Working closely with academics and stakeholders to conduct research and development projects in iSpace.

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.
- 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 School of Computer Science and Electronic Engineering 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:

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

January 2019

PERSON SPECIFICATION

JOB TITLE: Senior Technical Officer
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Qualifications /Training

	Essential	Desirable
▪ A BSc Honours degree (2:1 or above) in Computer Science/ Electronic Engineering or related discipline	X	

Experience/Knowledge

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

Skills/Abilities

	Essential	Desirable
▪ Excellent interpersonal and communication 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	
▪ Ability to present complex technical issues clearly	X	

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. The University may be able to offer Tier 2 Sponsorship for this role. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

January 2019

ADDITIONAL INFORMATION

Faculty of Science and Health

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

General information

Informal enquiries may be made to Ian Dukes, Computer and Electrical System Manager (telephone: 01206 872475 e-mail: idukes@essex.ac.uk). 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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