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 AccessAble 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: 25 September 2019
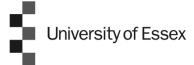**Interviews are planned for: TBC**
Expected Start Date: November 2019

JOB DESCRIPTION – Job ref REQ03011

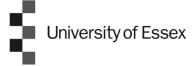|	
Job Title and Grade:	Senior Technician Grade 7
Contract:	Fixed-term, Full-time. This post is fixed-term until 31 October 2020 due to covering staff absence.
Hours:	A notional minimum of 36 hours per week
Salary:	£30,395 - £33,199 per annum
Department/Section:	Department of Psychology
Responsible to:	Head of Department
Reports on a day to day basis to:	Chief Technician
Responsible for:	Supervision of technical staff as directed by the Chief Technician.
Purpose of job:	To act as a senior member of the technical team, providing comprehensive technical support for hardware and software within the Department of Psychology.

Duties of the Post:

The main duties of the post will include:

- Providing advanced technical support to academic staff, research staff and students. This will include exercising a high level of initiative and problem-solving skills to resolve issues and meet the needs of the department.

- Responsibility for installation and support of IT facilities and specialist research equipment.

- Provide guidance and technical support to students undertaking research projects, including the provision of basic training on specialist equipment.

- Programming, development and support for computer-based psychology experiments.

- Preparation of stimuli for use in psychology experiments.

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

University of Essex

PERSON SPECIFICATION

JOB TITLE: Senior Technician

Qualifications /Training

	Essential	Desirable
▪ BTEC level 5 qualification, or equivalent, or higher, in Computing, Electronics, or equivalent experience in a technical role.	☒	☐

Experience/Knowledge

	Essential	Desirable
▪ A broad understanding of research and teaching needs in Higher Education.	☒	☐
▪ Multi-platform computer support to component level (Mac and PC).	☒	☐
▪ Experience with hardware and software interfacing.	☒	☐
▪ Proven experience of end-user support, preferably in a research and/or teaching environment.	☒	☐
▪ Working knowledge of at least one programming discipline (e.g. MATLAB, Python) and/or psychology experiment building tools (e.g. Inquisit, E-Prime)	☐	☒
▪ A broad understanding of psychology as a discipline (e.g. psychometric testing, research, psychophysiology).	☐	☒
▪ Knowledge of psychology laboratory equipment such as EEG, TMS, NIRS, eye-tracking.	☐	☒
▪ A broad understanding of supporting audio-visual systems	☐	☒
▪ Risk awareness and responsibility for safety (e.g. PAT testing).	☐	☒

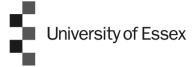### Skills/Abilities

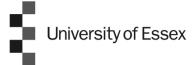|	Essential	Desirable
▪ Excellent interpersonal skills, both oral and written.	☒	☐
▪ Proven ability to work as part of a team and independently.	☒	☐
▪ The ability to demonstrate software and hardware to students and staff.	☒	☐
▪ Good problem solving and analytical skills.	☒	☐
▪ Good organisational skills and the ability to cope with multiple priorities.	☒	☐
▪ Commitment to provide a high level of service to university staff and students.	☒	☐
▪ Willingness and ability to learn new skills and knowledge both independently or through training.	☒	☐
▪ Positive, proactive attitude.	☒	☐

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	☒	☐
▪ Ability to work flexible hours if requested	☐	☒

* 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

University of Essex

ADDITIONAL INFORMATION

The Department of Psychology

You can find more information about the department at the following link:

https://www.essex.ac.uk/departments/psychology

General information

This role is full time. Working hours are 9am - 5:15pm, Monday – Friday.

This appointment is for a fixed-term until 31 October 2020 in order to provide cover for a permanent member of staff who is absent from work on maternity leave. You should note that should the permanent member of staff chooses to return to her post earlier than the end date of this contract then a notice period of 1 month, instead of 3 months, shall apply to the ending of this appointment.

Informal enquiries may be made to Steven Brewer, (Chief Technician) (e-mail: sbrewer@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 support 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:

Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 876559
Email: resourcing@essex.ac.uk

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