**TEMPLATE ROLE DESCRIPTOR**

**JOB DESCRIPTION – Job Ref XXXXX**

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| --- | --- |
| **Job Title and Grade:** | **Technician (Grade 5)** |
| **Contract:** |  |
| **Hours:** |  |
| **Salary:** |  |
| **Department/Section** |  |
| **Responsible to:** |  |
| **Reports on a day-to-day basis to:** |  |

**Key responsibilities of the post**

* To provide efficient technical and professional support to (department/school) across a broad range of activities and media
* Working with both students and other staff
* Working with a significant degree of autonomy
* Using your specialist skills and expertise to support the (department/school) in its mission for excellence in 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 include complex conceptual, technical or specialist information, or the presentation of data
* 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 *(for example, with academic supervisors to ensure effective support for students)*

**RESOURCES**

* Responding to a variety of requests from staff and students, in a timely and proactive manner, exploring customer requirements through effective questions, in order to deliver a quality service, using initiative appropriately
* Management of resources, including [**EXAMPLES**]
* *having responsibility for maintenance of stock levels*
* *management and maintenance of equipment*
* *maintenance of work area* *to appropriate standards as directed*
* *procurement of particular items as necessary*
* Assessing the demands of students and staff, proactively seeking to understand requirements to deliver optimal results
* Effective management of time and using initiative to decide own priorities, and occasionally those of other people, over short to medium term, in order to meet educational or research requirements
* 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, which may include supporting team members to deal with difficult situations

**PROBLEM SOLVING**

* Routine data gathering and analysis, leading to accurate results as required by service users
* Efficient record keeping, storage and retrieval
* Using initiative, creativity and a logical approach to find practical solutions to situations and challenges

**ENVIRONMENT**

* Awareness of and adherence to, health and safety requirements, with a proactive approach to identification or risk and instigating suitable control measures

**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 of 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**

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| --- |
| **JOB TITLE: Senior Technician (Grade 5)** |

**Qualifications /Training**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * 5 GCSEs at A-C or equivalent, including English and Maths |  |  |
| * A level (or equivalent) in relevant subject area, or relevant experience |  |  |
| * HNC or equivalent experience |  |  |

**Experience/Knowledge**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Experience of working in an academic environment |  |  |
| * Experience of working in a relevant technical context |  |  |
| * Well-developed understanding of Health and Safety requirements |  |  |
| * Experience in basic Health and Safety management of a designated work area |  |  |
| * Proficiency in use of IT (e.g. word processing, spreadsheets, email etc) |  |  |

**Skills/Abilities**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Ability to work autonomously |  |  |
| * Strong literacy and numeracy skills |  |  |
| * Ability to address non-routine work and manage conflicting demands |  |  |
| * Ability to carry out a broad range of technical tasks on own volition |  |  |
| * Good organisational and time management skills including the ability to plan and prioritise effort to meet competing demands regularly |  |  |
| * Proven ability to work as part of a team |  |  |
| * [OPTIONAL] Proven experience in laboratory record keeping and management/organisation |  |  |

**Other**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Ability to meet the requirements of UK ‘right to work’ legislation\* |  |  |
| * A strong commitment to the University’s values and mission to deliver excellence in both education and research |  |  |
| * Willingness to undergo additional training as necessary |  |  |