**TEMPLATE ROLE DESCRIPTOR**

**JOB DESCRIPTION – Job Ref XXXXX**

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| **Job Title and Grade:** | **Senior Technician (Grade 6)** |
| **Contract:** |  |
| **Hours:** |  |
| **Salary:** |  |
| **Department/Section** |  |
| **Responsible to:** |  |
| **Reports on a day-to-day basis to:** |  |

**Key responsibilities of the post**

* Using in-depth and advance technical knowledge to provide either a broad range or a highly specialist form of technical support activities within (department/school) supporting the University aim of excellence in education and research
* Working autonomously on a regular basis with both students and staff
* Direction of / delegation to other staff; organisation of resources

**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
* Supporting the teaching and learning activities of students on specific tasks, issues or activities, providing feedback where appropriate, including (EXAMPLES):
* Assisting students or other staff members in the development, design or construction of equipment
* Practical demonstration of equipment
* Communicating constructively and effectively with colleagues and other stakeholders, proactively encouraging a flexible and co-operative approach

**RESOURCES**

* Managing Resources effectively, including (EXAMPLES):
* Maintenance of Equipment
* Diagnosis and rectification of faults
* Carrying out a range of specialist technical support, to time and quality standards
* Maintenance of records, documentation and reports
* Planning and overseeing day-to-day running of facilities, including equipment, budgets and staffing
* Organising work rotas and schedules
* Advising on pricing and purchase of equipment, engaging with procurement processes
* Generally working independently, 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
* 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 own priorities, and those of other people, over short to medium term
* Involvement in decision-making both independently and in groups, together with advising and contributing to e.g. project management or the decisions of others, who may be more senior
* 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**

* Supporting, developing and training team members in activities supporting analysis of data (both qualitative and quantitative), or research, leading to accurate results as required by service users
* Using initiative, creativity and a logical approach to find practical solutions to situations and challenges, some of which may be complex and involve significant and/or conflicting information or data, and where there may be a range of solutions; assisting with analysis of results

**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 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>

P**ERSON SPECIFICATION**

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| --- |
| **JOB TITLE: Technical Supervisor (Grade 6)** |

**Qualifications /Training**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Minimum of 2 A Levels (or equivalent) in relevant subject, or relevant experience |  |  |
| * Technical degree or equivalent |  |  |

**Experience/Knowledge**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Experience of working in a technical environment |  |  |
| * Experience of working in an academic environment |  |  |
| * Experience of entry-level management of staff, planning of resources |  |  |
| * Detailed understanding of Health and Safety requirements |  |  |

**Skills/Abilities**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Ability to manage own work and others’ work to meet objectives |  |  |
| * Time management skills |  |  |
| * Ability to deal with routine matters autonomously |  |  |
| * Ability to delegate effectively |  |  |
| * Interpretation and communication skills |  |  |
| * Ability to plan and organise work for the wider team to meet objectives |  |  |
| * Demonstrable specialist skills in operating advanced equipment or conducting advanced methodologies |  |  |

**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 |  |  |
| * A strong commitment to ongoing personal and skills development |  |  |