UNIVERSITY OF WEST LONDON

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## JOB DESCRIPTION

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| **Job Title:** Laboratory Technician in Electrical and Electronic, and Applied Sound Engineering<br><br>**School/Department:** School of Computing and Engineering<br><br>**Responsible to:** Head of Subject (Engineering) | **Post No:**<br><br>**Grade: 4**<br><br>**Location:** Ealing |

## SUMMARY OF MAIN PURPOSE OF THE JOB

To provide technical support

- Provide clean, tidy and safe workshop and laboratory
- Maintain equipment in good working order
- Monitor stock levels and initiate any ordering or requisitioning of materials as required
- Liaise with lecturers and make appropriate preparation for practical classes
- Maintain up to date records
- Work as a member of the school team and contribute the running of courses

## DUTIES & RESPONSIBILITIES:

To be responsible for maintaining the School's Sound, Electronic and Electrical workshop and laboratory.

To design, construct, test, repair and maintain electronic and electrical equipment in the School's Electronic and Electrical workshop and laboratory.

To research and procure components for the design, construction and or repair of equipment.

To work closely with, and provide support for, research groups in the School with respect to their needs for electronic and electrical based work.

To develop good working relationships with staff in order to complete work related tasks.

- Help setup and prepare the laboratory for taught sessions.
- Be available in the laboratory to support students during scheduled sessions.
- Ensure that equipment for experiments is present, correct and in good safe working order.
- Calibrate equipment to ensure that measurements taken are accurate.
- Troubleshoot faulty equipment, and repair or provide replacements to allow experiments to continue.

Work closely with academic staff to refurbish, develop, and construct new experiments.

To understand and adhere to the University's work-related policies (e.g., IT Acceptable Use Policy, Diversity Policy etc.)

To communicate effectively, and work closely, with academics, postgraduates, undergraduates, other technical staff and visitors, to complete required tasks and develop new ideas.

To attend training courses on the wide-ranging health and safe regulations pertaining to the work carried out in the

department and to complete further training, as necessary, on subjects relating to the job holder's work within the department. This may necessitate learning new techniques and areas of expertise and may require attendance at both internal and external courses.

To carry out general tasks and duties for the School as directed by the Head of Subject for Engineering.

To work closely with and provide support for final year students and their supervisors on undergraduate experimental projects that utilise electronic and electrical equipment.

To undertake any other duties, commensurate with the grade of the role, at the request of the Head of Subject for Engineering or the Head of School.

In addition to the above:

All staff are required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

You will be responsible for the everyday running of the school's undergraduate teaching laboratories and to provide technical support for the practical laboratory sessions. You will also liaise and provide support for academic and research activities.

You will be expected to have excellent practical skills and be experienced in using EDA software for the design and manufacture of printed circuit boards. It would be an advantage if you have experience of using the Cadence OrCAD suite of PCB software tools and are experienced in using PCB milling machines, Laser cutters and 3D printers. Software programming skills for microcontrollers and C language would also be an advantage.

You must have excellent communication skills, be highly organised and also be able to work independently as well as working in a team.

Candidates should have a minimum of an engineering HNC/HND or equivalent qualification in a relevant subject and have a track record of working in an engineering or research environment.

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## PERSON SPECIFICATION

| *CRITERIA* | *ESSENTIAL* | *DESIRABLE* |
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| **Qualifications:** | Minimum of HNC/HND level or equivalent in a technical subject | Degree level qualification in technical area. |
| **Knowledge and Experience:** | Minimum of two years' experience in electrical / electronic or material testing area or laboratory environment<br><br>Working knowledge of relevant health and safety regulations | Previous experience of working in an educational environment |
| **Specific Skills:** | Working knowledge and practice in use of various laboratory equipment<br><br>Experienced user of electrical, electronic and mechanical testing equipment. | Conversant with specialist design and engineering software |
| **General Skills:** | Be able to build electrical and or electronic units from scratch<br><br>Effective oral and written communication skills<br><br>Ability to work with minimal supervision<br><br>Ability to work efficiently and accurately and computer literate<br><br>Team player<br><br>Flexible attitude<br><br>Ability to learn new skills and techniques as new research areas develop. | Recent professional development<br><br>Is aware of the workings of the Higher Education sector |

**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements