FALMOUTH UNIVERSITY

Job Description

Post Title: Senior Technician

Salary: This post has been evaluated at Grade 5. The current full-time salary range for this grade is £25,504 to £28,685 (£31,331) per annum. Increments to progress up the scale are awarded annually on the 1 September, subject to satisfactory service, until the scale maximum is reached. The salary figure in brackets represents the level that could be reached with the award of discretionary increments given for exceptional performance and contribution by an individual.

Hours: 35 hours per week

Date: June 2013

Responsible To: Technical & Facilities Manager

Job Purpose: To provide a professional level of technical instruction, curriculum support, demonstration and supervision for the technical facilities, equipment and/or processes in one or more of the subjects and technical areas of the School[1]. This includes the set-up, maintenance and supply of resources and equipment, and the provision of technical assistance, advice and instruction to all stakeholders, including students, academic staff, and external customers.

To work as part of a team to enable the effective operation and delivery of technical support and services, and also to actively promote the services and cross-disciplinary working. It is also to support the delivery of the business plan of the School and the Learning & Teaching, Internationalisation and Research & Innovation strategies 2012 – 2017.

Main Duties and Responsibilities

The main tasks and responsibilities of this role have been grouped in the following areas:
- Technical support and services
- Curriculum, research and business support
- Administration and management
- Health and safety
- General duties and responsibilities

Health and safety is a priority and will be embedded in all tasks and responsibilities of the role. The balance between the two main areas of technical support and services, and currriculum, research and business support will vary at different times of the year, in particular between academic terms and non-academic terms, and in the disciplinary context of the School. The exact duties of the role will be defined by the line manager.

The curriculum, research and business support responsibilities of the role includes technical instruction in addition to the demonstration of technical facilities, equipment and/or processes to students and other stakeholders.

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[1] 'School' is used throughout as a shorthand to denote 'School / Institute / Academy'

For the purposes of this role instruction includes the support and assessment of technical learning of the subject discipline within the academic curriculum. These assessments may contribute to learning outcomes of the curriculum. Similarly, for the purposes of this role demonstration includes the induction and assessment of students' technical competence, including health and safety competence, in the use of technical facilities, equipment and/or processes. These assessments may or may not contribute to learning outcomes of the curriculum.

1.   Technical Support and Services

1.1.   Prepare, install, commission, monitor, maintain and operate technical facilities, equipment and/or processes for the subject(s) and technical areas of the School, ensuring that the technical facilities, equipment and environment is in safe and good working order, troubleshooting when necessary.

1.2.   Induct, supervise and advise all stakeholders, including students, teaching and research staff, and external customers, on the operation and suitability of technical facilities, equipment and/or processes.

1.3.   Maintain and service equipment, complete maintenance and inventory documentation (including PAT), and be responsible for reporting all faults and repairs, ordering equipment and replacement spares as necessary within prescribed budget limits.

1.4.   Be responsible for the storage, distribution, maintenance and ordering of stock and materials, and ensuring the storage of hazardous substances and materials meet statutory requirements.

1.5.   Ensure the general tidiness and daily maintenance of the technical facilities.

1.6.   Assist and support the practical and technical arrangements of exhibitions, installations and performances (both internal and external) as required by the School, including the advance preparation of space.

1.7.   Work collaboratively as part of a technical team, assisting and covering colleagues in other technical areas, including stores, during busy periods or absences. This may include the issue and return of equipment and operation of the electronic equipment booking system.

1.8.   Complete technical and other relevant (e.g. Health & Safety) training as identified and agreed for appropriate maintenance and development of skills.

2.   Curriculum, Research and Business Support

2.1.   Provide instruction in technical aspects of the academic curriculum, working in conjunction with academic staff, in particular the Heads of Subject and Course Coordinators.

2.2.   Provide technical advice, demonstration and support for all stakeholders, including students, academic staff, and external customers, in general and specific workshop/studio practice, equipment, materials, processes, techniques, software, related issues and activities. Assist users in realising conceptual ideas practically.

2.3.   Evaluate and assess performance, provide feedback and record technical competences, in ways which will inform records of achievement.

2.4.   Prepare training manuals and other learning media in support of the learning process.

2.5.   Liaise with the appropriate academic and technical staff in the undertaking of work associated with the role.

2.6.   Contribute to the development and delivery of marketable income generating activities such as business support and research, and to Master Classes, Short Courses, and Summer Schools.

3.   Administration and Management

3.1.   Contribute to relevant technical or other working groups/committees as determined by the Technical & Facilities Manager.

4.   Health and Safety

4.1.   Undertake Risk Assessments of all equipment, processes and procedures associated with the role and to ensure their correct implementation within the Health & Safety framework of the University on a continuous basis.

4.2.   Agree, recommend, document and adopt work practices within the Programme and technical area(s) which are consistent with actions arising from Risk Assessments.

4.3.   Build Risk Assessments and associated Health & Safety standards and procedures into the training and practice of all users of the technical facilities, including the use of appropriate documentation.

4.4.   Organise, prepare and deliver Health & Safety training sessions for individuals and groups of users of the technical facilities, and to gauge comprehension, assess learning and record attainment.

4.5.   Ensure that students and other users are trained or supervised in the use of equipment and related techniques, to ensure compliance with statutory Health & Safety and manufacturer guidelines.

4.6.   Be responsible for restricting the use, including closure, of facilities, equipment or processes to individuals or groups of users that have not demonstrated appropriate levels of Health & Safety and working practices, and advise on how and when further training and assessment of competences can be obtained.

4.7.   Complete and maintain an appropriate First Aid qualification to provide a first line response to accidents and incidents within the technical areas or areas being used for technical support and services.

4.8.   Be a registered Fire Warden to respond and enable an immediate and complete evacuation of facilities in a Fire Emergency.

4.9.   Responsibility for supporting the Technical Manager in the development of a Risk Management plan for the School Technical Centres. This will identify and prioritise risks for your area(s) and sets out actions which can reduce risk and ensure security.

4.10. Ensuring that correct and timely communication of safety issues, is carried out as relevant to your areas of responsibility.

4.11 You also have a personal responsibility for ensuring that:
- You comply with safe systems of work in operation within your work area
- You work co-operatively with other staff who have responsibility for Health and Safety Requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified
- You attend training as appropriate to your role (see the relevant Health and Safety Training Grid for requirements)

5. General Duties and Responsibilities

5.1. To work within and actively support the equality and diversity policies and practices of Falmouth University.

5.2. To notify a more senior member of staff of any errors or concerns at the earliest opportunity.

5.3. To participate in the University's Annual Performance Development Review Process.

5.4. To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.

5.5. To work within a framework of effective governance, ensuring compliance with relevant Regulations, Legislation/Policies and Procedures.

5.6. To be responsible for your own continuing self-development.

5.7. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.

Person Specification

Post title: Senior Technician

Attributes	Essential Requirements	Desirable Requirements
Education/Qualifications	• Relevant degree or equivalent qualification or industrial experience • Substantial demonstrable recent experience in one or more identified technical specialisms • Relevant Health & Safety, first aid and COSHH certification; In line with H&S training grid: o IOSH or level 3 CIH – essential	• Postgraduate degree in a relevant subject • Achievement of, or willingness to study for, a PGCHE • Relevant Health and Safety qualification e.g. IOSSH/NEBOSH/CIEH or other relevant recognised industry standard • Relevant First Aid qualification
Experience/Knowledge	• **Knowledge and experience of developing games in Unreal Engine** • **Knowledge and experience of programming in Blueprints** • **Understanding of art and animation pipelines** • **Understanding of version control software such as Git** • **Strong communication and team working skills** • Recent experience of curriculum support and assessment of technical aspects in a relevant subject • An up to date knowledge of related technical practice and a commitment to continual specialist development • Knowledge of all appropriate health and safety requirements for relevant technical facilities • Experience of writing, using and carrying out risk assessments in an appropriate technical environment • To undertake research and CPD, by agreement with their line manager, to maintain the currency of their expertise • IT literate • Demonstrate an understanding of customer service	• Recent experience of curriculum support and assessment of technical aspects in a relevant subject • **Experience of C++ programming for Unreal Engine** • **Indie or AAA Game Development Experience** • **Experience of contributing to formal assessment of learning.** • **Experience of curriculum delivery and working closely with academic colleagues.** • **Ability and experience in using 3D Packages** • **Ability to service, maintain and document technical facilities, equipment and processes.** • Recent experience of current Health & Safety practice (eg.COSHH and LOLER) and guidelines

Skills/Personal requirements	• The ability to engage with students in the realisation of concepts through practical application and taught sessions	
	• Ability to work outside normal office hours	
	• Ability to create and nurture relationships with key contacts and partners in related industries	
	• Well-developed communication skills including tact, diplomacy and sensitivity in working with inexperienced persons	
	• Ability to work under own initiative and be resourceful in approach to problem solving	
	• Ability to develop and maintain good working relationships across departments	
	• Flexibility to work in different locations	