

Job Description

Job Title: Science and Technology Technician (Engineering)
Job Ref: SCT271
Campus: Hendon
Grade: Grade 6 (0.4 FTE)
Salary: £32,407 - £37,165 per annum, pro rata including Outer London
Weighting

Period: Present- July 2020

Reporting To: Technical Manager

Role Summary

The post holder will have considerable technical experience and deliver technical expertise to support Engineering academic provision across the School.

The School of Science and Technology operates at the cutting edge of new technology and scientific instrumentation and requires high calibre technical staff to support developments taking place in the curriculum and research. The post-holder will contribute to the work of a team of technical staff, ensuring that the laboratories can provide an effective and efficient environment to support research and teaching. This will be done through providing technical expertise and guidance to academic programmes to enable students to achieve their academic goals, also through support of academic colleagues and involvement in research. The post-holder will be responsible for the management of core aspects of the technical department.

Roles operate with a degree of autonomy within the parameters of relevant research or academic programmes to contribute from a technical perspective.

Job Purpose

To deliver technical expertise, specialised demonstration and guidance to support Engineering provision across the School, to enable academic programme delivery, both through teaching and the facilitation of practical work and through the development and delivery of teaching practice and research.

Main responsibilities

Learning, teaching and research

- To provide a high level of expertise in support of teaching and research, to jointly supervise undergraduate, postgraduate, PhD and postdoctoral projects and to contribute to research activities.

Teaching delivery

- Provide specialist guidance and expertise to students and staff on the use of technical equipment/ facilities and practical techniques relevant to the discipline, to help staff and students work safely and effectively, both in a taught class led by an academic and working independently without direct academic or technical guidance, to help them link their conceptual ambitions to practical realisation

Teaching commitment

- Support class activities, including practical work, providing instruction and demonstration from a technical perspective.
- Assist with open days, fieldwork and outreach activities outside of the University, including support for staff and students.
- Support unscheduled teaching interaction to support students and staff to understand how to use technical equipment and undertake workshop & laboratory practical experiments safely and effectively.
- Prepare the teaching environment (e.g. set up equipment, organise materials or documentation).
- Enhance and review the skills of students and provide feedback.

Programme development

- Contribute to the development of academic programmes from a technical perspective.
- Represent the technical team in relevant internal meetings to link technical activities to academic planning

Technical

Administration and resource co-ordination

- Co-ordinate allocated resources efficiently, ensuring continual availability of consumables and equipment.
- In particular to be responsible for the effective operation of workshops & laboratories (e.g. ensuring that maintenance contracts for equipment are current and updated as appropriate, planning maintenance visits, liaising with external companies to repair and maintain equipment appropriately and in a timely fashion).
- Perform administrative duties to support technical operations (e.g. student registers, stores inventory, risk assessment, standard operating procedures, codes of practice and guidance notes for relevant laboratory procedures etc).

Training and induction

- Deliver induction on complex equipment and software: may involve lengthy induction process with detailed health and safety and technical component.

Health and safety

- Co-ordinate key health and safety processes and make an active contribution to the development and implementation of Health and Safety policy within own area.

Customer service

- Resolve the most complex technical enquiries that can be solved within the parameters of the existing technical infrastructure.

Projects

- Produce technical outputs (e.g. make objects or deliver straightforward assignments) that contribute to effective technical delivery.
- Design and lead independent investigation (e.g. to test and develop new equipment, infrastructure, software or materials).

Expertise development

- Mentor colleagues to develop their technical capabilities and understanding (e.g. Linkage between technical activities and the academic programme).

Undertake other activities, as required and commensurate to the grade.
Appropriate training will be provided to support the role and offer career development.

Hours: Pro rata (0.4 FTE) 35.5 hours per week for 52 weeks per annum; actual daily hours by arrangement. Some flexible working involving weekend or evening work will be required.

Leave: Pro rata (0.4 FTE) 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

Person Specification

Post Title: Science and Technology Technical Tutor (Engineering)

Selection Criteria:

Education/Qualifications

Essential: Educated to degree level in a Science or Technical subject, or have considerable experience in a relevant technical role, demonstrating equivalent graduate skills.

Desirable: A postgraduate qualification in a relevant technical or scientific discipline.

Experience:

Essential: Proven experience and evidence of working in a workshop/engineering environment

Essential: Awareness of and understanding for relevant Health and Safety requirements.

Desirable: Experience of working within a Higher Education context, working with and supporting students in the taught environment.

Knowledge:

Essential: Knowledge of a wide range of workshop machines, processes & techniques

Skills

Essential: Ability to work with a range of Additive Manufacturing Technologies (3D Printing)
Essential: Ability to design in Solid Works (Design experience)
Essential: Effective organisational skills and attention to detail with the ability to work independently and prioritise tasks

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:
http://www.mdx.ac.uk/campus/campuses/docs/Hendon_campus_map.pdf

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

Flexible working applications (including part-time working) will be considered.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

What Happens Next ?

If you wish to discuss the job in further detail please contact Barry Harte – b.harte@mdx.ac.uk. If selected for interview, you will hear directly from someone in the School/Service/Campus, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.