

**Electronic Teaching Support Technician – 9083**  
**School of Electronic, Electrical and Computer Engineering within the College**  
**of Engineering and Physical Sciences**

**Job Summary**

The post provides specialist technical support for the teaching labs in the Department of Electronic, Electrical and Systems Engineering (ESEE). The post holder will organise and manage day-to-day activities in the School's specialist Electronic and Electrical teaching lab spaces. The School operates a shared first year across all Engineering disciplines (over 300 students) and then further ESEE modules across the UG and PGT curricula. The role includes being proactive in ensuring that equipment and materials are available, working and set in place ready for teaching classes. During lab classes the post holder instructs, helps and advises students in the correct operation of equipment and on obtaining reliable results, with the safety of individuals being paramount. Technical advice and assistance is provided (within boundaries) to UG and PGT students. In addition to repairing equipment, an annual maintenance exercise and clean down of all equipment is conducted.

**Main Duties**

Technical Support for practical classes

- To forward plan in order to ensure all relevant equipment and materials are available and working for lab classes. To notify the line manager of any foreseeable problems with the planned delivery of taught practical classes.
- To set up the labs ready for each teaching class and put equipment/materials away at the end. This will be for both the School's shared first year modules in the labs and subsequent modules to ESEE-based students.
- During lab classes the post holder will support and advise students with the correct operation of electronic test equipment and apparatus, assisting in obtaining results.
- To provide accurate technical advice and assistance (within boundaries) to UG and PGT project students, for example on electronic/electrical construction and design

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### Technical Support for Project Days

- To be responsible, from a technical standpoint, for providing support to students in preparation for Project Days (for internal and external stakeholders).
- To supervise and assist in the printing of student display posters; obtaining files and converting to the correct file format, checking the layout is correct for printing on an A0 printer. To keep the printing equipment maintained with appropriately stocked.
- To erect and position numerous poster boards prior to demonstration and displays, as required.

### Control of equipment and its maintenance

- To lead on the maintenance, minor repair, calibration and cleaning of electrical/electronic equipment, etc. including the organisation of the annual checking exercise.
- To ensure that equipment is safe and working by regular inspection, checks and PAT testing and maintaining a log of inspection schedules
- To be responsible for organising the repair of any faulty equipment when requested, either by the post-holder diagnosing and repairing where possible, or referring to other technicians where appropriate
- To maintain the equipment store by keeping accurate records of who has borrowed equipment and logging its return.
- To monitor levels of consumables for practical classes and projects; arranging for replenishment and restocking as required.

### Health and Safety

- To be responsible for the careful supervision of students during practical classes and project work carried out in labs and associated areas.
- To ensure the cleanliness and good order of all working areas. Reminding students of their responsibility to operate in a safe and considerate manner, complying with all risk assessments
- To monitor compliance with risk assessments (e.g. COSHH) relating to these activities within the teaching labs and to stop any unsafe activity observed, with explanations to users. To raise issues with line manager if necessary.
- To ensure Portable Appliances Testing (PAT) is carried out in line with University Electrical Safety Policy, removing any failed equipment from use until it has been repaired and passed.

### Any other duties

- To assist, when required, in the production of circuit boards for teaching purposes, when needed. This uses photo-etch process using chemicals that must be assessed used and disposed of safely following University policy/guidance. The demand for these printed circuit boards varies throughout the year. Training will be provided until proficient.
- To allocate and maintain the audio-visual facilities and ensuring they are provided in the correct location by the required time and functioning correctly. This involves logging staff requests as well as consulting course timetables.

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- To attend and provide technical support to University Open Day / Applicant Visit day activity for the School as directed by the Technical Manager.
- To provide technical support and assistance during outreach / admissions events as directed by the Technical Manager.
- To provide assistance when necessary in other School areas, as requested by the Technical Manager.
- To undertake any other tasks, across the College as a whole that might reasonably be asked by the Operations Manager or Head of School and are suitable by way of knowledge and experience, or can be achieved by a reasonable programme of training.

### Person Specification

- Minimum 5 GCSE qualifications to include Maths, English and Science. Physics is desirable.
- BTEC qualification, HNC or equivalent in Electronic/Electrical Engineering,
- Some experience of working with electronic equipment including assembly and soldering.
- A good working knowledge and understanding of Health and Safety issues including the importance of risk assessments, particularly in relation to electrical equipment.
- Knowledge of Portable Appliance Testing (PAT) or willingness to be trained.
- Able to follow instructions and deliver work in a timely manner.
- Some experience in basic maintenance and repair of electronic / electrical / AV equipment
- Computer literate including proficiency in commonly used software packages including CAD packages would be desirable
- Knowledge of embedded systems including Arduinos and raspberry pi and programming languages c, c+ would be desirable
- Very good organisational and administrative skills, able to record information accurately using online systems and databases.
- A positive, willing and flexible attitude
- Excellent communication and interpersonal skills. Able to clearly explain technical and safety issues to students of varying language ability in a confident and pleasant manner.
- Good safe manual handling skills as a requirement of the role will be to move equipment and poster boards etc. on a frequent basis.
- To be qualified as a first aider or a willingness to undertake training is desirable.

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