Technician

COLLEGE OF XX
SCHOOL/INSTITUTE XX

GRADE 5

Job Purpose

To provide in-depth technical expertise in the relevant discipline and provide advice on the creation, set up and best operation of technical resources to aid the delivery of research and/or teaching objectives. In addition, the postholder will undertake a range of technical support activities in line with the College/Institute/School Strategy.

Main Duties and Responsibilities

1. Provide in-depth technical support to academic and student service users within the specified discipline or assigned research project. Contribute to the overall smooth and efficient running of the lab to ensure an excellent experience for service users.

2. Provide in-depth technical knowledge, solutions, and advice to service users to maximise the learning experience and/or contribute to the delivery of research objectives.

3. Develop, create and test new equipment, systems, procedures, protocols, models and/or techniques. Diagnose faults and troubleshoot day-to-day problems carrying out appropriate maintenance as required.

4. Design, plan and organise technical activities to meet the needs of service users within agreed timescales.

5. In liaison with relevant senior staff, monitor technical standards. Advise, implement and evaluate improvements to existing protocols as required.

6. Collect, analyse and interpret data using standard procedures and ensure that accurate records are kept and databases are updated accordingly. Present findings accurately. This may include research and/or teaching related data.

7. To advise, train and provide guidance to service users in the best application and operation of technical resources.

8. Where relevant, maintain appropriate stock levels, including appropriate preparation of specialised media and samples as required, and purchase consumables and supplies within defined budget. Ensure safe implementation and ongoing storage of potentially hazardous materials.

9. Where relevant, and in consultation with relevant senior staff, ensure the safe and efficient functioning of the technical work-space and facilities. This includes, but is not limited to, supporting the completion of risk assessments and COSHH assessments, ensuring that all Health and Safety paperwork is completed timeously and recorded accurately, and implementing and adhering to all applicable health and safety policies, including specialist legal procedures for certain materials.

10. Where relevant supervise staff including allocating work and monitoring progress and outputs.

11. In roles within teaching laboratories, undertake general administration as required. This may include recording student attendance and collating student assessment marks for feedback to the academic lead.

12. Collaborate with colleagues and participate in team meetings/discussions and contribute to the wider College/Institute/School activities as required.

13. Keep up to date with advances in the relevant discipline and apply this knowledge to technical activities to further enhance the learning experience and/or contribute to the delivery of research aims.

Qualifications
- Scottish Credit and Qualification Framework level 7 [Advanced Higher / Scottish vocational Qualification level 3, Higher National Certificate] or equivalent, and experience of personal development in a similar role.

- Detailed technical knowledge and expertise in relevant discipline.

- Up to date knowledge of relevant laboratory Health and Safety legislation.

- BSc Degree or equivalent in relevant discipline is desirable.

- Working towards Professional Registration with relevant body.

Knowledge, Skills and Experience

- Demonstrable in-depth technical skills aligned to the specified discipline or assigned research project. Details of the discipline/project are as described in the post-specific information and advert.

- Significant IT skills, including proficient user of relevant specialist and standard software packages.

- Well-developed analytical and problem solving capability, including high degree of accuracy and attention to detail.

- Proven interpersonal and communication skills.

- Excellent teamworking skills and where relevant to the post, supervisory or line management skills.

- Ability to plan and prioritise workload to meet competing demands.

- Significant relevant work experience within a similar environment, including evidence of previous professional development.

- Experience of understanding and interpreting the technical requirements of service users and implementing appropriate methods of achieving their needs.

- Experience of planning and organising own workload to meet the needs of service users.