

Grade 7: Technical Management

Role Description

COMMUNICATION

a) Oral Communication

The role holder frequently receives, understands and conveys straightforward information in a clear and accurate manner. *Example: discussing requirements and materials for classes, or explaining that heating/electrical equipment will need to be shut down.*

The role holder frequently receives, understands and conveys information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others. *Example: explaining operational use of computer programmes.*

b) Written Communication

The role holder frequently receives, understands and conveys straightforward information in a clear and accurate manner. *Example: answering enquiries regarding requirements and materials for classes via e-mail, or using e-mail to inform people of work-in-progress.*

The role holder frequently receives, understands and conveys information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others. *Example: writing guidance notes on the use of specialist equipment or software, or recording technical details, or drawing schematic diagrams of electronic circuit designs, or writing reports.*

TEAM WORK AND MOTIVATION

The role holder is required to participate in and deliver their contribution to a team. *Example: offering proactive support to colleagues, or participating in discussions about the organisation of workloads within the team.*

A further important requirement of the role holder is to be supportive and encouraging of others in a team. They would help to build co-operation by setting an example and showing a flexible approach to delivering team results. They would contribute to building team morale as an active participant in the team. *Example: being a senior member of the team.*

LIAISON AND NETWORKING

The role holder is required to carry out day to day liaison using existing procedures. The purpose of this is to ensure dissemination of information in the right format to the right people at the right time, building relationships and contacts to facilitate future exchange of information. *Example: liaising with staff and external contacts, ensuring that relevant and timely information is provided, and establishing useful contacts for the future.*

SERVICE DELIVERY

The role holder is required to deal with internal or external contacts who ask for service or require information. They would create a positive image of the institution by being responsive and prompt in responding to requests and referring the user to the right person if necessary. Contact is usually initiated by the customer and typically involves tasks with set standards or procedures. *Example: providing a service for academics and students by responding to their requests, or responding to requests to repairs and maintenance of heating, plumbing or electrical equipment.*

A further important requirement of the role is to deal with internal or external contacts where the service is usually initiated by the role holder. They would work within the institutions overall procedures or policies and/or understand and explore customers, needs, adapt the service accordingly to ensure the usefulness or appropriateness and quality of service (content, time, accuracy, level of information, cost). *Example: being responsible for adapting the service according to the needs of individuals or in response to changing requirements.*

DECISION MAKING PROCESSES AND OUTCOMES

The role holder is required to take independent decisions which have an impact of defined spread which may endure for sometime. *Example: deciding how best to conduct an experiment, or deciding which materials and equipment to purchase.*

The role holder is required to be party to some collaborative decisions and work with others to reach an optimal conclusion. The decisions would have an impact of defined spread which may endure for some time. *Example: interviewing and appointing new staff.*

Grade 7: Technical Management

The role holder is required to provide advice or input to contribute to the decision making of others. The decisions would have an impact of defined spread which may endure for some time. *Example: providing technical advice to researchers, or providing advice on which equipment to purchase.*

PLANNING AND ORGANISING RESOURCES

The role holder is required to plan, prioritise and organise their own work or resources to achieve agreed objectives. *Example: deciding when and how best to respond to requests in order to provide an efficient service, or prioritising responses according to urgency.*

A further important requirement of the role is to plan, prioritise and organise the work or resources of self and others within own area on a daily, weekly or monthly basis. They would plan and manage small projects, ensuring the effective use of resources. They would receive information from and provide information to others to complete their planning and monitor progress against the plan. *Example: planning the work of the team to ensure that timescales are achieved.*

INITIATIVE AND PROBLEM SOLVING

The role holder is required to use initiative and creativity to resolve problems where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning, weighing up the pros and cons of different approaches. They would identify and assess practical options and break the problem down in component parts. *Example: resolving errors in stores deliveries, or determining why an experiment has not worked and how to resolve it, or solving a building systems failure.*

A further important requirement of the role is to resolve problems where there is a mass of information or diverse, partial and conflicting data, with a range of potential options available. They would apply creativity to devise varied solutions, approaching the problem from different perspectives. *Example: resolving problems in validating data, or identifying resources to use in a project, or deciding the best way to conduct an experiment, or making changes to specifications when the original objective cannot be safely achieved.*

ANALYSIS AND RESEARCH

The role holder is required to analyse data or information using predetermined procedures and gathering the information from sources. They would work accurately to complete the task precisely as specified. *Example: researching information on the internet to resolve problems, or using the internet to research suppliers, or carrying out maintenance checks.*

A further important requirement of the role is to identify an appropriate existing method of analysis or investigation according to the data and objectives and recognise and interpret trends or patterns in data. They would identify or source additional information which could potentially help the investigation as the analysis progresses. *Example: interpreting results of experiments and identifying trends, or investigating complex software application or equipment failures.*

SENSORY AND PHYSICAL DEMANDS

The role holder is required to carry out tasks which require mastery of a range of sensory or physical techniques. They would be required to use high levels of concentration, precision and speed or considerable physical effort. *Example: using highly specialised/complex equipment, or using precision in dismantling equipment, or working with electrical components and high voltage.*

WORK ENVIRONMENT

The role holder is required to understand how the work environment could impact on their own colleagues. They would take actions, within health and safety guidelines where applicable, to adapt to the environment. *Example: wearing protective clothing where necessary, or following safe procedures when using equipment or machinery.*

The role holder is required to understand variability in their working environment and its potential negative impact on the work process or health and safety of the individual or colleagues. They would determine the level of risk and appropriate response. *Example: working with hazardous materials, or alerting those who may be affected by urgent cases of risk, or carrying out risk assessments and implementing relevant control measures.*

PASTORAL CARE AND WELFARE

The role holder is required to show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress. They would initiate appropriate action by involving relevant people. *Example: showing sensitivity to staff and students*

Grade 7: Technical Management

TEAM DEVELOPMENT

The role holder is required to advise or guide new starters working in the same role or unit on standard information or procedures. *Example: regularly helping to induct new members of staff, or organising their induction programmes.*

The role holder is required to train or guide others on specific tasks, issues or activities. They would give advice, guidance and feedback on the basis of their own knowledge or experience and deliver training. *Example: providing training or one-to-one coaching for members of the team.*

TEACHING AND LEARNING SUPPORT

The role holder is required to introduce students or others who are new to the area to standard information or procedures. The role holder does this by providing standard information or delivering teaching or training. *Example: explaining how to operate equipment, or use software packages.*

The role holder is required to teach or train students or others on specific tasks, issues or activities. They would assess performance and provide feedback during the event. The role holder does this by providing standard information or delivering teaching or training. *Example: providing training to staff or students on specific tasks.*

KNOWLEDGE AND EXPERIENCE

The role holder is required to apply working knowledge of theory and practice, sharing this knowledge with others as appropriate. They would demonstrate continuous specialist development by acquiring relevant skills and competencies. *Example: holding a relevant professional or vocational qualification and technical knowledge in the relevant field, or keeping abreast of changes in legislation/regulations, and having sound knowledge in the field.*