Applications are invited for an Infrastructure Technician in the school of Mathematical and Physical Sciences (MPS) at the University of Sussex. The post is a 1 year fixed term position to cover a wide variety of technical tasks within the school. The role is split roughly into two separate components. The first involves assisting with the outreach activities of the two departments; Mathematics, and Physics and Astronomy. The physics portion is by far the largest activity and the successful applicant will take primary responsibility for maintaining the outreach equipment, including storage, signing it out to demonstrators, maintaining the store room in a tidy state, assisting with maintenance, and generally being an extra set of hands for all outreach activities. The other half of the role is to help the school with a wide range of technical tasks under the direction of the technical services manager and will normally include assisting with the technical services provisions in both the teaching and research laboratories.

The School is committed to equality and diversity, and the physics department currently holds an Athena SWAN Bronze Award. Applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in posts in science and engineering at Sussex. Informal inquiries about the post may be addressed to the technical services supervisor, Dr. Steve Churchwell (s.t.churchwell@sussex.ac.uk 01273 876606).

Closing Date for applications: 7 December 2016

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity

2. Senior Leadership and Management:

The Vice-Chancellor (Professor Michael Farthing) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. The School of Mathematical and Physical Sciences

The School of Mathematical and Physical Sciences was created in 2009 as part of a University wide restructuring. It brings together two outstanding and progressive departments – Mathematics, and Physics and Astronomy. The School aims to capitalise on the synergy between these subjects to deliver new and challenging opportunities for faculty and students. The School of Mathematical and Physical Sciences combines pioneering research and stimulating teaching in an interdisciplinary academic setting. The faculty work at the frontiers of their fields, as is reflected in
the recent growth of both subjects. Each department has a number of thriving research groups and links with outside agencies.

4. Job Description: Infrastructure Technician

Department: Physics and Astronomy
School: MPS
Grade: 4
Responsible to: Technical and Administrative Supervisor

Purpose of the post:

Assist with the outreach program, the teaching labs, and a variety of technical tasks in the research laboratories or as directed by the Technical and Administrative Supervisor.

Key Responsibilities:

1. Assist with the provision of an effective and efficient technical service for staff and/or students.
2. Responsible for adhering to safe working practices in line with relevant local and legal requirements.
3. Carry out basic risk or CoSHH assessments as required under the direction of senior technician or academic staff.
4. The preparation and/or setting up and construction of apparatus involving modification / manufacture using various techniques under the direction of senior technician or academic staff.
5. Operation and basic maintenance, adjustment and repair of specialist apparatus, equipment and instruments within the laboratories, particularly for outreach activities, under the direction of senior technician or academic staff.
6. Maintain adequate records for inventory and maintenance purposes of equipment servicing and items purchased.
7. Assist in the design of outreach and teaching experiments for use in both the outreach programme and the general teaching labs.
8. Provide general assistance to staff and students in the operation of apparatus / equipment where appropriate.
9. Assist with the planning and organisation of resources for the running of the laboratories, particularly for the outreach programme, to include assistance with the ordering of materials and apparatus, ensuring that adequate stock levels are maintained within policies laid down.
10. Maintain the required level of tidiness and ensure that equipment is stored correctly and securely as directed by senior technician or academic staff.
11. Attend laboratory, outreach, or other meetings where appropriate.
12. Liaise and communicate with other staff/technical groups and workshops across campus to share knowledge.
13. Instruct, train and provide guidance to other technical staff and students in the techniques and operation of particular equipment / apparatus ad directed by the supervisor, senior technician or academic.
14. Undertake development activities where necessary in order to keep knowledge and skills up to date and relevant to subject specialism.
15. Apply working knowledge of theory and practice, and share this with others as appropriate.
16. Handle confidential information appropriately.
17. Carry out an other reasonable request of management.

This job description set out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed. It is not an exhaustive description but is a guide to the main functions and responsibilities of the post. Is is subject to constant review in the light of changes and development of the role. The post holder
may be asked to undertake such duties as may be properly delegated following discussion and consultation.

### 5. Person Specification:

<table>
<thead>
<tr>
<th>Skills/Abilities</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proven ability to work independently and use initiative where appropriate</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Demonstrable IT skills – Word, Excel, email, internet packages</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Competent in using basic lab equipment</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Numerate and literate with good oral and written English communication skills.</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Good organisational skills with an ability to prioritise to meet set deadlines</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

#### Knowledge

The post holder is required to have sufficient knowledge and/or expertise to work on day to day issues in own area without direct or continuous reference to others.

#### Experience

Relevant experience in either a laboratory environment or a workshop such as electronics or mechanical.

Proven experience with self-directed time management.

#### Qualifications

NVQ level 3 / HNC / HND or equivalent professional qualification such as RSciTec or experience in Physics or a related subject.

NVQ level 4 degree or equivalent qualification or experience in Physics or a related subject.

University degree in Physics or a related subject.

#### Personal attributes and Circumstances

Dependable and reliable

Willing to coach and instruct other team members

Willingness to work as part of, and contribute to, a team

Flexibility to work outside normal hours if required

Flexible and able to adapt to change

Friendly and approachable