



1 Advertisement

Post Title: Technical Specialist – Electronics Engineering

School/department: Engineering and Informatics – Technical Services

Hours: full time or part time hours considered up to a maximum of 1 FTE / 36.5 hours
Requests for flexible working options will be considered (subject to business need).

Contract: permanent

Reference: 9417

Salary: starting at £31,411 to £35,333 per annum, pro rata if part time

Placed on: 04 November 2022.

Closing date: 20 January 2023. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: ASAP

The School of Engineering & Informatics is looking for a motivated and committed person to provide effective cover across the school to assist with teaching, research and student project work. The post requires a proactive approach, initiative and the ability to work independently as well as within the broader academic and technical teams.

The post holder will be highly organised, adaptable, flexible, have excellent interpersonal skills and able to deal with a broad range of requests and tasks that arise in the diverse teaching, research and project areas of the school. Ensuring a safe and tidy working environment is maintained at all times, work with & supervise student teams with in the school. Experience within the HV & LV control will be advantageous.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at <https://www.sussex.ac.uk/ei/>

3. Job Description

Job Description for the post of: Technical Specialist – Electronics Engineering

Department: Technical Services

Section/Unit/School: Engineering & Informatics

Location: John Clifford Building & HV Battery Build area

Grade: 6

Responsible to: Senior Technical Manager

Responsible for: N/A

Role description: The Electronics Engineering Technician will provide specialist supervision and research support for the school in operational resilience and personally organise requests for direct research support. The post has a specific focus on primarily electrical, electronic and HV electrical support of the school's facility at JCW

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote and maintain high quality Technical Services, engendering a culture of continuous improvement in the workshop facility(s)
2. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
3. Lead the operational outputs of the tasks/projects in the electronics workshop
4. Work in partnership with other key stakeholders (staff, students, contractors, suppliers and visitors) to ensure seamless service
5. To be responsible for the delivery of technical support activities in specialist production and research areas across the departmental/School area to ensure provision is of an excellent quality and delivered in a timely, professional fashion.

KEY RESPONSIBILITIES

1. Service Delivery

- 1.1 Working within university policy and procedure, undertake day-to-day local team leadership of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities of the team to ensure the achievement of team targets and objectives.
- 1.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 1.3 Support the implementation of improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.

- 1.4 Maintain appropriate records and documentation commensurate with policy and procedure.
- 1.5 Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.
- 1.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

2. Policy and Procedure

- 2.1 Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.
- 2.2 Contribute to policy decisions and improvement in area of expertise.
- 2.3 Support the development of others, providing training and coaching in area of expertise
- 2.4 Foster an ethos of continuous improvement

3. Customers and Stakeholders

- 3.1 Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.

4. Key Responsibilities

- To apply specialist skills to develop and deliver techniques to support research and outreach activities. This may involve operation, troubleshooting, design and maintenance of highly specialised equipment and apparatus.
- Ensure the implementation of a safe working environment using good working practices, in line with relevant local and legal requirements. Undertake risk, or other, safety assessments and ensure standard operating procedures/safe working practices are in place and being followed to ensure the safety of others in the lab(s).
- Responsible for ensuring that equipment is functional at all times. Carrying out the regular first line maintenance tasks or minor repairs on all such equipment. Responsible for ensuring that all repairs are carried out and records are kept up to date. Identifying equipment that needs replacing and assisting in preparing specifications for equipment purchases in conjunction with the Senior Technical Manager and appropriate academic staff
- Provide support for setting up and using specialist equipment
- Communicating advice, instructing, training and guiding staff and students in techniques and operation of particular equipment as directed.
- Set up and/or construction of apparatus involving modification / manufacture of apparatus using various techniques for laboratory experiments and projects.
- Communication with staff across the School on issues related to research, teaching and health and safety provision.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Work within a budget supplied by the school
- Responsible for attributing to the over achievement of KPI target(s).
- The post holder reports to the senior technical manager, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Technical Services & their Division. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

4. Person Specification

ESSENTIAL CRITERIA

1. Usually Educated to Level 4 - BTEC Professional award, certificate and diploma level 4, Higher National Certificates (HNC), Certificates of Higher Education (CertHE)
2. A practical knowledge and understanding of electrical & electronics engineering.
3. Good oral and written communication skills with the ability to present information in a way that can be understood the audience.
4. Planning and organisational skills with the ability to prioritise and manage own workload.
5. Well-developed interpersonal skills with the ability to influence team members, effectively contribute to team working to build and develop working relationships.
6. Analytical skills with the ability to generate effective solutions and make effective decisions

7. Commitment to customer excellence
8. Effective IT Skills on MS platform. Experience using databases and online booking systems.
9. Use knowledge to liaise with colleagues outside of own specialist area to prepare work rotas and/or activity scheduling and bookings for services that cut across a number of functions
10. Knowledge to identify gaps in health and safety and quality compliance and implement solutions.
11. Commitment to student development and support

ESSENTIAL ROLE-SPECIFIC CRITERIA

- Possession of the knowledge, skill and experience required for the job and the ability to use these to discharge their role effectively and efficiently.
- Extensive experience of electrical / electronic design, development, fabrication and testing techniques.
- Experience of working in the electrical / electronics sector, designing & making circuitry, familiar how to interpret regulations & design circuitry, wiring, connections etc. to be in compliance.
- Engage in Health & safety controls / audits of the facility in alignment to University of Sussex H&S policy & procedure, including but not exclusively; Risk assessing, necessary associated PPE needs, COSHH, DSEAR, LEV's, incident reporting etc.
- High level of technical skill and expertise with ability to work on own initiative
- Good knowledge of specific legislation and health and safety requirements and processes.
- To ensure the schools High Voltage safety protocols are implemented and adhered to
- To ensure the schools H&S document protocols are implemented and adhered to
- To be ESO / ESA & First aid trained

DESIRABLE CRITERIA

- Significant practical knowledge of electrical & electronics engineering and how this fits with the priorities of the University to ensure that efficient and effective outcomes are achieved by self and direct reports.
- Knowledge of the Higher Education sector.
- Desirably educated to Level 5 - Diplomas of Higher Education (DipHE), Higher National Diplomas (HND), BTEC Professional award, certificate and diploma level 5
- Detailed knowledge of the University's systems and procedures relevant to the role.
- Proven experience of working in HE electronics laboratory in relevant subject area
- Willing to undertake CPD
- Willing to undertake first aid / fire warden duties