# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Technician</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Electronic Engineering</td>
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<tr>
<td>Grade:</td>
<td>6</td>
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<tr>
<td>Accountable to:</td>
<td>Technical and Administrative Manager</td>
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## Purpose of the Post

This post is based in the Department of Electronic Engineering within the Science Faculty and is responsible for supporting the smooth running of the teaching programmes and associated laboratories.

## Key Tasks

The main responsibilities of the post are to:

1. Provide technical support for the departmental laboratories and teaching, including the preparation of materials for classes.
2. Assist staff and students, undergraduate, postgraduate and post-doctoral, where appropriate in laboratory sessions.
3. Source and maintain equipment in accordance with PUWER* legislation, and arrange for servicing and testing.
4. Demonstrate the safe use of equipment to staff and students where appropriate.
5. Conduct risk and CoSHH** assessments following college guidelines, and providing support and guidance to others on such assessments.
6. Contribute to the development of a central safety document resource, keeping the safety handbook current and appropriate to the discipline.
7. Contribute to the development of practicals/workshops/new techniques in association with the relevant academic.
8. Monitor stock/equipment and keep accurate records, replenishing as required.
10. Provide support for research where required.
11. Maintain liaison at an appropriate level with external organisations, including subject associations. Supporting the department with its bid for IET accreditation.

12. Support event organisation, UCAS and Applicant Visitor days, Science Days, social events, some of which may be on Saturdays.

   The post holder must be willing to undertake training and development to update knowledge and skills to identify new techniques, procedures and ideas applicable to the role.

   Any other duties as required by the Technical and Administrative Manager or Head of Department that is commensurate with the grade.

   As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.

<table>
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<tr>
<th>Other Duties</th>
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<tbody>
<tr>
<td>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</td>
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   The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted. |