JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Lead Electronic Engineering Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Electronic Engineering</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 7</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Technical Operations Manager</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Purpose of the Post

This post is based in the Department of Electronic Engineering within the School of Engineering. Physical and Mathematical Sciences 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. Line manage the daily workload assignments for the technical team, including their appointment, appraisal and development.
2. Deputise for the Technical Operations Manager in their absence, including attending departmental and College meetings.
3. Provide technical support for the departmental laboratories and teaching, including the preparation of materials for classes.
4. Responsible for the departmental provision of IT equipment, maintenance and liaison with the central IT Service Centre.
5. Assist staff and students, undergraduate, postgraduate and post-doctoral, where appropriate in laboratory sessions.
6. Source and maintain equipment in accordance with PUWER* legislation, and arrange for servicing and testing.
7. Demonstrate the safe use of equipment to staff and students where appropriate.
8. Conduct risk and CoSHH** assessments following college guidelines, and providing support and guidance to others on such assessments.
9. Responsible for the development of a central safety document resource, keeping the safety handbook current and appropriate to the discipline.

10. Advise and contribute to the development of practical's/workshops/new techniques in association with the relevant academic.

11. Develop and maintain liaison at an appropriate level with external organisations, including subject associations. Supporting the department with its bid for IET accreditation.

12. Planning for events, 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 Operations 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 School of the College will be adjusted accordingly.