



JOB DESCRIPTION

Job Title:	Electronic Engineering Technician
Department / Unit:	Electronic Engineering
Grade:	RHUL 6
Accountable to:	Technical Operations Manager
Accountable for:	Head of Department
Purpose of the Post	
<p>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.</p>	
Key Tasks	
<p>The main responsibilities of the post are to:</p> <p>Provide technical support for the departmental laboratories and teaching, including the preparation of materials for classes.</p> <p>Assist staff and students, undergraduate, postgraduate and post-doctoral, where appropriate in laboratory sessions.</p> <p>Source and maintain equipment in accordance with PUWER* legislation, and arrange for servicing and testing.</p> <p>Demonstrate the safe use of equipment to staff and students where appropriate.</p> <p>Conduct risk and CoSHH* assessments following college guidelines, and providing support and guidance to others on such assessments.</p> <p>Contribute to the development of a central safety document resource, keeping the safety handbook current and appropriate to the discipline.</p> <p>Contribute to the development of practical's/workshops/new techniques in association with the relevant academic.</p> <p>Monitor stock/equipment and keep accurate records, replenishing as required.</p> <p>Monitor and tidy the labs ensuring all safety protocols are followed.</p>	

Support the computer provision in the laboratories and staff/research areas, including demonstrating the use of appropriate software.

Participate in departmental meetings.

Provide support for research where required.

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

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 Operational 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.