



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Technician

Department: Electronic Engineering

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Degree or equivalent in relevant subject		X	Application form
A level in a Science or Technology/Design subject	X		Application form
Health and Safety training	X		Application form
First Aid trained		X	Application form
Specific Skills, Experience and Knowledge			
Knowledge and understanding of laboratory practices	X		Application form/Interview
Experience in an educational laboratory setting		X	Application form
Understanding of current legislation relating to H & S in laboratory settings	X		Application form/Interview
Experience of machinery used in electronics, such as 3D printers, laser cutters, PCB engravers		X	Application form/Interview
Excellent computing skills and the ability to learn new programmes quickly, proficient in MS Office	X		Application form/Interview
Experience of writing documents and reports		X	Application form/Interview
Numerical accuracy and attention to detail	X		Application form/Interview
Excellent oral and written communication skills	X		Application form/Interview
Excellent time management and organisational skills	X		Application form/Interview
Awareness and sensitivity to cultural diversity	X		Application form/Interview
Experience of delivering customer service		X	Application form/Interview
Experience of planning and organising events		X	Application form/Interview
Experience of webpage development/social media for organisational support/promotion, e.g. Twitter, Facebook, Blogs		X	Application form/Interview
Personal and Interpersonal Qualities			
Ability to work as part of team and independently	X		Application form/Interview
Ability to organise own work	X		Application form/Interview
Ability to work with accuracy and speed, under pressure and to tight deadlines	X		Application form/Interview
A professional approach and manner	X		
Flexible and positive attitude	X		
Creative and adaptable approach to work		X	Application form/Interview
Able to initiate and develop improvements to systems		X	Application form/Interview
Ability to cope positively with change		X	Application form/Interview
Confident, diplomatic, capable and practical in approach to people and problems	X		Application form/Interview
Ability to maintain confidentiality and demonstrate an understanding of the needs of students and academics	X		Application form/Interview
Capacity for Career Development			
Committed to personal development and interested in building a career in HE environment		X	Application form/Interview
Willing to develop knowledge and skills base by independent research and relevant training courses.		X	Application form/Interview
Physical Requirements			
Manual dexterity and capable of carrying out the duties associated with the post such as manual handling, standing work	X		Application form/Interview
Circumstances			
Ability to work outside of normal hours when occasionally required		X	Application form/Interview