

# Job Description

**Job title:** Technical Instructor

**Reports to:** Technical Team Manager

**Department/School:** School of Applied Sciences

**Grade:**  5

## Purpose of the role

Technical staff are fundamental to the operation of the School and the University. Working alongside the academic team and line manager, you will use your initiative to organise technical demonstrations, inductions, and instructions for students and staff in your specialist area, for learning and teaching and for research and knowledge exchange. You will provide specialist professional advice to all staff and students and contribute to the development of new and innovative techniques.

To set up and maintain specialist learning spaces and set models of good practice, ensuring the readiness of resources and equipment. You will ensure that work is conducted safely, and that current health and safety guidelines are adhered to in your area.

In a wider context, as a valued member of the technical team, to provide general support to the wider school as required and assist technical colleagues at times of increased demand.

## Line management responsibility for: n/a

## Main areas of responsibility:

* To plan, prepare and set up specialist materials, equipment, facilities, for practical classes, outreach sessions and exhibitions; working to deadlines and set standards and to ensure all material, equipment and facilities are left in a tidy, clean, and safe state after the session;
* To organise, plan, prepare and deliver the specialist technical inductions, demonstrations and instruction for all users so as to enable them to meet the academic requirements of the subject;
* To operate instrumentation and equipment, providing training, processing and/or analysis, for students and staff as appropriate;
* To provide specialist subject surgeries and instruction, consulting on technical support and matters of a technical nature arising out of demonstrations, inductions and set projects;
* To maintain a record of attendance at inductions, technical demonstrations, and safety technical competence checks in compliance with current health and safety legislation;
* To develop and maintain health and safety documentation for equipment and facilities, to ensure effective controls, including for all waste disposal, are in place and current legislation is adhered too;
* To proactively maintain, examine, and calibrate equipment within your work area as per the maintenance schedule ensuring that safety regulations are met for the equipment, reporting deficiencies to your line manager as required; and assisting the line manager in any audits;
* To proactively take responsibility for ordering consumables, materials and small-scale equipment following established ordering procedures to ensure adequate resources are available to meet work requirements within the constraints of the area budget;
* To evaluate and support the evolving nature of the subject area by remaining current on changes to materials, practices and procedures, participating in training and supporting the introduction of new equipment and materials as and when they become available.
* To support internal and external learning, teaching and research activities and to manage technical aspects of research and knowledge exchange, and conferences
* To independently make routine decisions in own area of work, resolve complex situations; work independently and collaboratively with the wider team or service area; and to forward plan and priorities your own work activities for the weeks ahead.
* To instruct, supervise and support students and staff in the correct use of equipment and facilities including the provision and delivery of a full range of techniques on a range of topics within identified area(s).
* To organise an equipment loan service for staff and students, maintaining accurate records and reporting any issues and defects to their line manager.
* To cover as appropriate, for other members of the technical services team as directed by your line manager.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

|  |
| --- |
| **Knowledge, skills, and abilities** |
| * Substantial practical knowledge and experience of specifictechniques, skills and material related to the subject area **A, I**
* Ability to use own initiative and innovation to develop effective work systems to meet standards, solve problems, and to prioritise and manage own workload effectively to meet deadlines **I**
* Able to keep abreast of regulatory developments, to make decisions and act autonomously, and to contribute positively to implementation of change. **I**
* Committed to continuous self-development to expand specialist knowledge for application in the research environment. **A, I**
* Able to explain relatively complex information in a variety of formats and in an accurate and understandable way and provide technical advice and guidance. **A, I**
* Ability to manage staff/students/employees efficiently, who are not under the post holders direct line management to ensure regulatory compliance **I**
* Competency in the use of advanced equipment and techniques **I**
* Ability to maintain tools and machinery within maintenance schedules **I**
* Ability to work effectively as part of a team **A, I**
* Able to communicate clearly with people from many diverse backgrounds. **I**
 |
| **Qualifications** |
| * Degree or an equivalent qualification in a chemistry related subject and/or a recognised, relevant qualification, or equivalent practical experience. **A**
 |
| **Experience** |
| * Demonstrable experience of working in a technical capacity in the education or related field. **A, I**
* Experience of maintaining a well ordered and efficient technical environment which meets Health and safety requirements **A, I**
* Experience of planning and progressing work activities within professional guidelines and within organisational frameworks, using initiative and independent judgement. **A, I**
* Significant work experience in a similar role. **I**
* Appropriate post training experience with the ability to be able to work confidently and effectively **I**
 |
| **Managing people** |
| * N/A for this role
 |
| **Physical demands and/or other requirements** |
| * The role holder will need the ability to carry out the physical requirements of the role including some lifting, accessing and preparing of work areas and manipulation of a range of equipment efficiently and effectively. **I**
 |

# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **March 2024**