

JOB DESCRIPTION

Job Title: Technical Engineer

Grade: SG6

Department: Faculty of Engineering & Science

Responsible to Senior Technical Engineering Manager

Responsible for: Engineering Workshop

Key Contacts: Team Leaders, Hawke & Gillingham

Standard Occupational Classification (SoC code): TBC

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

To provide practical support for the delivery of undergraduate teaching and laboratory work, managing Machine workshop, demonstrating to students, research and consultancy work within the School of Engineering, part of the Faculty of Engineering and Science, under the direction of the Technical Team Leaders within the Faculty.

KEY ACCOUNTABILITIES

Team Specific:

- To manage the engineering workshop including the scheduling of work, responsibility for disposal of waste, requisition of materials etc.
- Responsibility for health and safety in the workshop liaising closely with the Engineering Health and Safety Manager to ensure co-ordination of new policies.
- The manufacture or provision of manufacturing support for the development of artifacts associated with student projects, laboratory activities, and research projects.
- Advise and guide students in the development of practical aspects of their projects.
- Advise and guide Engineering academic and technical staff on methods of manufacture / manufacturing capability.
- To support preparation and delivery of laboratory classes.
- To supervise student practical work including on field trips.
- Other duties to support the broader remit of the technical team including outreach and promotional activities.

Generic:

- Contribute to the cross-functional team working within the School of Engineering and faculty.
- Participate in technical team meetings and Faculty meetings.
- Actively seek ways to improve and enhance operational efficiency and capacity.
- Initiative and judgement to resolve problems within own technical area with minimal guidance and instruction.
- The post holder will be expected to contribute to the implementation of Health and Safety policies and practices in the School of Engineering.
- Compliance with corporate standards, Risk assessments and health and safety regulations PUWER, COSHH and LOLER.

Managing Self:

- Continuously improve own knowledge of techniques within own subject area.
- Contribution to team culture both at School and Faculty level.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade. This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Faculty of Engineering & Science delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Production and delivery of work and projects to agreed timescales
- Positive engagement with students and staff

KEY RELATIONSHIPS (Internal & External):

- Positive engagement with Manager, staff and students.
- Positive engagement and working relationship with external clients.

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Background knowledge of an Engineering discipline and interest in working in the profession.
- Advanced Practical experience in a workshop or laboratory environment.
- Experience of Project management working to deadlines and managing own time.
- Teaching/demonstrating Experience to students and apprentices in the workshop.
- Experience of managing a Machine workshop environment together with knowledge of Health and safety legislation.

Desirable Criteria

- Experience of working in Higher Education sector.

SKILLS:

Essential Criteria

- Advanced practical skills in either manufacturing, maintenance or similar laboratory or workshop-based activity at craft level
- Good verbal and written communication skills.
- Good interpersonal skills.
- IT Skills & CAD.
- Demonstrating to students

Desirable Criteria

- CNC
- Welding

QUALIFICATIONS:

Essential Criteria

- A relevant advanced craft level qualification in an Engineering discipline at Level 3 or above, apprentice served.
- Mentor/Coach course

Desirable Criteria

- Foundation degree within an Engineering discipline.

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.
- Willingness to undertake further training.

Desirable Criteria

- Inclusivity, Ambition, Excellence, Creativity and Determination