

## Role Profile

**Department/Area:** UTC Derby Pride Park - Engineering

**Job Title:** Engineering Technician

**Job Grade:** £28,012 – £32,488

**Responsible to:** Curriculum Director - Engineering

The post holder must at all times carry out his/her responsibilities in accordance with Trust and UTC policies.

## Job Purpose

The main task of the Engineering Technician is to support and provide materials and resources to staff for the delivery of the curriculum, in a safe, timely and flexible manner.

The Engineering Technician would be expected to work as part of the team using appropriate health and safety procedures and practices.

Efficient and effective service provided, characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on your own initiative.

## Main Duties

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

## Machinery and Equipment

To undertake the diagnosis of faults, repair servicing and maintenance of equipment and machinery, in accordance with an agreed preventative maintenance schedule and within the post holder's experience and training.

## Technician Duties

To undertake technician duties in specific areas in accordance with skills, experience and qualifications in all UTC Centres.

To provide teaching staff with technical support in the students learning environment.

To be involved with students on matters of a practical nature, for example the operation of specific pieces of equipment and demonstrations.

To operate established and new technology based equipment in the specialised area in which they work e.g.

- CAD/CAM aid supporting use during lessons.
- Giving expert advice to teaching staff regarding materials, projects etc.
- Use of CAD/CAM equipment and software.
- Using computer software packages to test circuit board designs for students and teaching staff.
- Handling and storing chemical and toxic substances.
- Using lathes, mills, routers and CNC machines.

To carry out record keeping and stock control duties as agreed with appropriate line managers.

To ensure the workshops and prep room are kept safe, clean and tidy.

## **Health & Safety**

Maintaining a safe and healthy working environment in accordance with the UTC's health and safety policies and procedures, in association with other colleagues and managers.

Maintaining Health & Safety Records and undertaking safety checks as agreed with the Manager and in compliance with health and safety regulations.

To administer first aid as required.

## **Training & Development**

To undertake all appropriate training and staff development in accordance with the planned programme of development for the post.

## **GENERAL**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work
- Participate in training and other learning activities as required
- Support UTC activities including assemblies, attending appropriate UTC events as directed
- Any other duties deemed reasonable, as directed by the Principal
- Participate in the UTC's Performance Management / Appraisal process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote their area of responsibility within the UTC and beyond
- Represent the UTC at events as appropriate
- Support and promote the UTC ethos.

Individuals must be aware and comply with policies, procedures and practices relating to the safeguarding of children, security, confidentiality and data protection.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

## Person Specification

**Department: UTC Derby Pride Park - Engineering - Engineering Technician**

Engineering Technician	Essential / Desirable E/D
<p><b>Education/Training Qualifications</b></p> <p>English Language and Maths to level 2</p> <p>Qualifications in specified or relevant curriculum area preferable at level 3</p> <p>Awareness of Health and Safety issues and experience of operating within statutory and UTC procedures</p> <p>First Aid at Work or willingness to gain</p> <p><b>Skills &amp; Knowledge</b></p> <p>Knowledge and ability to implement safe systems of work</p> <p>Knowledge and application of control of substances hazardous to health</p> <p>Use and maintenance principles of programme specific equipment</p> <p><b>Experience</b></p> <p>Recent relevant experience within the subject area</p> <p>Experience of stock control</p> <p>Maintenance of inventory</p> <p>Experience of using lathes, mills, routers and CNC</p> <p>Experience of providing practical assistance to students and staff</p> <p>Experience of working in an educational / training environment</p> <p><b>Personal Qualities</b></p> <p>Good record keeping</p> <p>Good communication skills</p> <p>The ability to operate within a team</p> <p>Resourceful, helpful and the ability to solve problems</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

**Other Requirements**

A willingness to develop a clear understanding of issues in relation to safeguarding children and vulnerable adults

E

A willingness to develop a clear understanding of equality of opportunity and diversity issues

E

Able to work flexibly

E

E = Essential Criteria

D = Desirable Criteria