

 **Job Description**

# **Job Title:** Technician: Electrical/Electronics

**Responsible To:** Head of School: Engineering

**Job Purpose:** To provide technical support across the curriculum area of the school of Engineering.

## Principal Responsibilities

1. To be responsible for maintaining an appropriate practical working environment for teaching and learning by providing classroom and workshop preparation and support;
2. To maintain an appropriate practical environment in relation to commercial activities or other College projects/initiatives via preparation, production, transport and support;
3. To prepare and process material requisitions;
4. To produce and maintain accurate and current inventories of equipment, plant, and consumables and implement an efficient system of stock control;
5. To prepare materials and equipment for learner/classroom/workshop as required;
6. To provide an installation, maintenance and repair service of equipment;
7. To liaise with relevant agencies in order to maximise the efficient use of equipment and ordering of materials;
8. To maintain a clean, safe and well organised environment;
9. To supervise the safe and effective use of technical facilities by students, encouraging good practice from learners in terms of Health and Safety, attitude to work and standards, attendance, punctuality and socially acceptable behavior;
10. To provide support for classes as required;
11. To attend and contribute to meetings as required e.g. School, Course Team, Quality Review;
12. To carry out health, safety and security functions, including record keeping, reporting or dealing with unsafe situations, risk assessments;
13. To organise the issue and return of equipment to users;
14. To liaise with internal and external providers in order to ensure the smooth running of technical support;
15. To work flexible hours as required;
16. To complete administrative procedures and maintain records as required;
17. To assist in the marketing and promotion of the school and College;
18. To act as a first aider at work;

**College Responsibilities**

1. To actively promote the diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance or Code of Practice issued by the College;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required; and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Director which may lead to revisions in light of the operational requirements of the College.