



Technician			
<b>School / Department:</b>	ADM Technical Services	<b>Grade:</b>	Grade: C – £28,287 – £32,006
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
<b>Responsible to:</b>	ADM Technical Manager or ADM Technical Supervisor	<b>Responsible for:</b>	N/A
Job Purpose			
Provide high quality technical support for specialist teaching areas.			

Main Activities and Responsibilities
<ol style="list-style-type: none"> <li>1. Assist with learning and teaching activities in different environments such as studios workshops, laboratories, and performance and exhibition spaces as needed.</li> <li>2. Provide technical advice, guidance, assistance and training and instruction to students, academic colleagues and external clients particularly regarding specialist techniques and processes.</li> <li>3. Demonstrate the use of specialist equipment including both digital and 'traditional' equipment as needed.</li> <li>4. Set up equipment and materials</li> <li>5. Demonstrate good communication skills with the ability to explain processes and techniques and demonstrate the use of equipment.</li> <li>6. Undertake routine maintenance and repair of equipment including planned preventative maintenance and on the spot fixes.</li> <li>7. Ensure that working spaces and equipment are properly maintained and kept in good order to ensure an appropriate academic and technical working environment.</li> <li>8. Ensure that standards of work are fully compliant with University health and safety policy. Including undertaking risk assessments, controlling hazards and reducing risks in the workplace. Have regard for the health and safety of others.</li> <li>9. Support academic staff with the purchase of specialist equipment and materials for learning and teaching.</li> <li>10. Maintain electronic and hard copy records relating to equipment and consumables such as; inventories, records of stock levels and equipment loans.</li> <li>11. Maintain electronic and hard copy record systems relating to financial administration such as; raising purchase orders, processing invoices, recording goods received and maintaining inventories.</li> <li>12. Work collaboratively with academic and other colleagues to provide support for high quality learning and teaching and research and enterprise activities.</li> <li>13. Contribute to income generation by coordinating and providing technical know-how and support for enterprise activities.</li> <li>14. Resolve day to day operational problems.</li> </ol>



Person Specification	
Essential Criteria	Application Form / Support Statement / Interview
1. HND or equivalent in a relevant subject (or able to demonstrate a combination of qualifications, skills and experience at an equivalent level).	Application Form / Support Statement
2. Practical experience in a relevant occupation, function, trade or craft. This experience may be from an educational or industry environment.	Support Statement / Interview
3. IT skills including knowledge of specialist systems and software relevant to specialist technical areas and familiarity with Microsoft Office.	Interview
4. Ability to engage the interest of students and support their learning.	Interview
5. Able to demonstrate specialised knowledge of equipment, technology, processes and techniques.	Support Statement / Interview
6. Able to demonstrate an understanding of relevant health and safety requirements.	Interview
Desirable Criteria	
1. Experience of, or a qualification relating to teaching or training.	Application Form / Support Statement
2. Good written and verbal communication skills.	Application Form / Support Statement
3. An organised approach to work with the ability work on own initiative.	Application Form / Support Statement
4. Ability to make best use of technical resources and develop technical support services to meet emerging needs.	Application Form / Support Statement
5. Ability to organise technical resources and facilities to effectively meet demands.	Application Form / Support Statement
6. Able to carry out the practical requirements of the role including moving, setting up and storing equipment.	Application Form / Support Statement
7. Able to undertake duties at different premises including any University campus as required.	Application Form / Support Statement
8. Faculty specific requirements such as working at height for some roles, working hours /working patterns/ supporting open days and other relevant points.	Application Form / Support Statement

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.