Laboratory Technician
Department of Computer Science

Closing date: 26 October 2017
Interview date: 16 November 2017
Vacancy reference: 6097
INTRODUCTION

The Department of Computer Science has two hardware teaching laboratories in which undergraduate students undertake a variety of practical classes relating to a number of taught modules. The laboratories are fully provisioned with bench equipment, including digital oscilloscopes, signal generators, soldering irons and various pieces of bespoke kit constructed in house. This post will join a technical team of 12, and work alongside an existing technician in providing support to the hardware laboratories for an undergraduate cohort of increasing size. The work will include ensuring that relevant equipment is available for timetabled sessions, design and construction of kit for specific modules, and testing and repair of faulty equipment.

The hours of work will be determined on a quarterly basis in consultation with the post holder’s line manager, and will include some early evening work to cover taught laboratory sessions.
Main purpose of the role

The post holder will provide day-to-day support for the two hardware teaching laboratories in the Department of Computer Science, including the preparation and maintenance of all equipment in the laboratories and consultation with academic staff to ensure appropriate provision of equipment.

They will also help staff and students during taught sessions in the laboratories, and maintain a stock of electronic components and other items required to support the teaching of all hardware strands.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- To assist with the day-to-day organisation of, and provision of technical support for, all hardware laboratory-based practical classes, including advice on and demonstration of specialist hardware and associated software.

- To prepare equipment for all practical laboratory sessions, including the use of York E-Purchase for procurement of electronic equipment and components.

- To provide help, advice, problem solving, trouble shooting and demonstrations to students, teaching staff and graduate demonstrators in the use of classroom facilities and equipment during and outside timetabled teaching sessions.

- To ensure the safe operation of all teaching laboratory equipment.

- To assist with implementing the requirements of the Department’s Health & Safety policy, appropriate health and safety legislation and best practice.

- To provide technical support to hardware practical courses.

- To contribute to the planning and facilitation of key recruitment events in the Department (UCAS days, school visits, Headstart), ensuring that equipment and facilities in teaching laboratories are available for organised classes and demonstrations.

- To maintain (including raising requisitions as necessary) a stock of electronic components, data-sheets and books in support of student laboratory work.

- To repair, maintain and perform preventative maintenance, including Portable Appliance Testing (PAT), for all laboratory or classroom equipment.

- To have responsibility for the provision of equipment in the department’s two dedicated hardware teaching laboratories, including:

  ◊ The issuing of tools to undergraduate students;
  ◊ Stock control of electronic components;
  ◊ Setting out and clearing away equipment for laboratory sessions;
  ◊ Equipment maintenance, repair and testing.
## PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Minimum five GCSEs at grade C or above (including Maths and a science)</td>
<td>Essential</td>
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<td>HNC/HND or an apprenticeship in Electronics or a related discipline</td>
<td>Desirable</td>
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<td>At least two science A levels</td>
<td>Desirable</td>
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### Knowledge

- Knowledge of electronic principles and practices in either a laboratory or a workshop **Essential**
- Knowledge of lab safety regulations and procedures, COSHH **Essential**
- Awareness and understanding of general scientific laboratory procedures **Desirable**
- Good all round scientific background knowledge **Desirable**
- Knowledge of basic analogue circuit design **Desirable**

### Skills, abilities and competencies

- Ability to perform electronics practical tasks to a consistently high standard **Essential**
- Ability to organise own work and use own initiative **Essential**
- Ability to communicate effectively with staff and students **Essential**
- Consistent attention to detail **Essential**
- Effective time management and efficient approach to multi-tasking **Essential**
- IT skills for a wide range of applications, including Microsoft Windows and Office **Essential**
- Ability and willingness to take responsibility for own work, seeking advice where necessary **Essential**
- Ability to solve non-routine problems by identifying and assessing practical options within known guidelines, policies or procedures **Essential**
- Competent using the Linux operating system and Computer-Aided Design (CAD) packages **Desirable**
- Competent at soldering **Desirable**
- Competent at working with high-voltage electrical and electronic equipment **Desirable**
- Ability to understand and interpret scientific literature and data **Desirable**
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<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
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<td>Experience of keeping concise and accurate records</td>
<td>Essential</td>
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<td>Evidence of having met a design objective</td>
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<td>Experience of carrying out complex processes in the laboratory or workshop</td>
<td>Essential</td>
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<td>Proven ability to work alone and as part of a team</td>
<td>Essential</td>
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<td>Experience of stock control and management</td>
<td>Desirable</td>
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**Personal attributes**

| An ability to work under own initiative without supervision and as a team player | Essential             |
| A good communicator, able to convey technical information to staff and students with a diversity of abilities and competencies | Essential             |
| A conscientious and methodical approach to work                             | Essential             |
| Capable of moving and lifting heavy equipment between storage areas and benches | Essential             |
| A willingness to work outside normal office hours as required               | Essential             |
THE DEPARTMENT

The Department of Computer Science has a very strong international research record. The Research Excellence Framework (REF) 2014 results ranked York’s Computer Science 7th overall in the UK, 5th for impact and 6th for environment. 90% of our REF submission was rated as "world leading" or "internationally excellent". This result confirms the longstanding global reach and real-world significance of our research and makes us one of the best departments in the country for nurturing excellent research and achieving economic, social and cultural impact from research. The Department has strong and long-standing links with industry and is highly regarded for its Continuing Professional Development (CPD) courses.


The Department is housed in purpose-built accommodation within the Heslington Campus East. The Department has 55 members of academic and teaching staff and 28 research associates and fellows employed on research grants and contracts. Seven specialist teaching staff deliver modules to industry as part of our highly regarded CPD programme in safety critical systems.

We have a vibrant graduate school of approximately 160 research students, and around 550 undergraduate and 220 full-time and part-time taught postgraduate students. The professional support team comprises 24 administrative staff and 12 technical and computing staff.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6097
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 26 October 2017

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to david.hull@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835