



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Electronics Workshop Technician, Electronic Services,
Faculty of Engineering and Physical Sciences**



Salary: Grade 5 (£29,588 – £33,002 p.a.)

Reporting to: Graham Brown

Reference: EPSTS1015

Location: Leeds Main Campus

We are open to discussing flexible working arrangements

Electronics Workshop Technician, Electronic Services, Faculty of Engineering and Physical Sciences.

Are you a skilled Electronics Technician looking for a varied, interesting and challenging role working within a research and teaching environment providing Electronics technical support in a campus-based role within the Faculty of EPS.

Overview of the role

Joining a small team of electronics professionals providing technical support to the 8 schools within the faculty of EPS for both research and teaching applications. You will support innovative projects by designing, manufacturing, and programming often complex solutions to electrical/electronic challenges within bespoke research and teaching applications in conjunction with providing general electronic and electrical technical activities within the faculty.

Main duties and responsibilities

You will meet regularly with Academics and researchers under the direction of the electronic services manager to understand and interpret design challenges and provide electronic/electrical solutions. Your role will be to source, create and manufacture bespoke equipment to agreed specifications considering safety and application outputs.

- Designing and manufacturing of electronic circuits and equipment to meet the needs of service customers;
- Fault finding and repairing of equipment and assemblies to component level;
- Printed Circuit board design and manufacturer using in house facilities;
- Working on your own initiative to help solve problems which achieve the objectives of the work area, raising any issues with more senior staff;
- Planning and performing experiments or other tasks using a range of scientific techniques, sometimes working from a limited brief;
- Liaising with appropriate staff to ensure the work area and equipment are kept operational;



- Being responsible for the maintenance, modification, repair and operation of equipment in the work area, liaising with service engineers;
- As required solving faults and repairing technical equipment;
- Working effectively with staff and students, providing technical advice in relation to the work area and techniques used;
- Pro-actively updating and improving processes and supporting change in the work area;
- Understanding, promoting and applying relevant COSHH/risk assessments and departmental health and safety protocols ensuring procedures are followed at all times;
- Maintaining accurate records of work undertaken, including reports, using appropriate software;
- Contributing to the development of protocols, standard operating procedures and maintenance schedules for the work area;
- Assisting with purchasing including ordering and distributing goods;
- Managing a small budget. Monitoring resource usage and maintaining supplies of key items;
- Communicating and, if required, making presentations of own work activities to others in the team;
- Providing inductions, training and demonstrations of specialist techniques ensuring compliance with safety and regulatory guidelines;
- Contributing to and supporting change in the work area;
- When required managing team resources, to coordinate and plan the day-to-day activities of a group of staff;
- Actively demonstrating a commitment to professional development by continuing to advance knowledge, understanding and competencies.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



Qualifications and skills

Essential

- Experience of relevant electronics support functions with an ability to demonstrate technical competence at an appropriate level of electronic manufacturing and soldering techniques;
- BTEC level 3, HNC, HND or equivalent experience in an electronics or electrical technical role;
- RSciTech/EngTech, or willingness to work towards, or equivalent professional registration;
- Knowledge of relevant safety regulations & procedures, for example COSHH and risk assessment;
- Knowledge and ability to implement practical techniques used in relevant work area;
- Ability to perform complex technical tasks to a consistent high standard with attention to detail;
- Ability to plan and take responsibility for own work using initiative, seeking advice where necessary;
- IT skills for a wide range of applications, including Google Apps, Word, Excel and specialist software where appropriate;
- Ability to coordinate & supervise members of the team, allocating work as required;
- Competent in use of advanced technical equipment and techniques;
- Ability to analyse and interpret data and explain complex information to others;
- Ability to assess non-routine problems by suggesting solutions;
- Actively demonstrate commitment to professional development, advance knowledge, understanding & competencies;
- Dependable, reliable and self-motivated;
- Good interpersonal skills and the ability to communicate effectively with staff and students;
- Able to maintain a positive, open attitude toward others, to value and support colleagues. The ability to respond and integrate change and to demonstrate personal resilience.



Desirable

- Relevant theoretical knowledge in the work area;
- Evidence of contribution to activities using a variety of sometimes specialist technical skills.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23:59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Graham Brown, Integrated Services Manager Electronic Services Manager

Tel: +44 (0)113 3438264

Email: G.Brown@leeds.ac.uk

Additional information

Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering](#).

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Engineering and Physical Sciences we are dedicated



to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Engineering and Physical Sciences are proud to have been awarded the Athena Swan Silver Award from [AdvanceHE](#). The [Athena Swan Charter](#) is a framework which is used across the globe to support and transform gender equality within higher education and research. Our [equality and inclusion webpage](#) provides more information.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by emailing HR via hr@leeds.ac.uk.

Criminal Record Information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

Salary Requirements of the Skilled Worker Visa Route

Please note that due to Home Office visa requirements, this role is not suitable for first-time Skilled Worker visa applicants. Information on other visa options is available via [the Government's Work in the UK page](#).

