Job Title: Electronics Officer (1 FTE)

Department/College: LEC and Chemistry

Present Grade: 6S

Vacancy Ref: N2803

Directly responsible to: Head of LEC Technical Services and the Chemistry Departmental Superintendent

Supervisory responsibility for: None

Other contacts

Internal: Academic, technical, teaching and research staff and students and undergraduate students in LEC and Chemistry. Colleagues in the wider University including ISS and the Safety Office.

External: Liaise with companies responsible for the maintenance of specialist scientific equipment, including close working with company engineers, suppliers of parts and spares etc. External users of the facilities, Inspectors.

Major Duties:

To provide comprehensive electronic / electrical technical support to all areas of the LEC and Chemistry Departments to ensure infrastructure and equipment are reliable, safe and effective in meeting research and teaching needs. This includes:

1. Ensuring compliance with all aspects of health and safety whilst undertaking duties.
2. Fault diagnosis and repair to component level of a wide range of electronic/electrical equipment, instrumentation and systems used in all areas of teaching, research and student projects.
3. Maintenance and routine servicing of departmental equipment and, where required, modification/customization of equipment to meet the specific needs of the Department.
4. Original circuit design, development and construction of specialized electronic circuitry and equipment.
5. Installation and commissioning of circuitry and equipment produced in the Electronics Workshop in both research and teaching laboratories within both departments.
6. Giving informed advice to staff and students on selection, suitability, risk assessment and safe use of electronic instruments and equipment and provide assistance on their uses.
7. To act as the LEC and Chemistry electronics safety officer and so:
   a. Ensure that equipment and facilities comply with relevant regulations and legislation.
   b. Be the first point of contact for advice on suitability and safety prior to procurement of new electrical equipment. Liaise with the staff from University Facilities to arrange all necessary checks and certifications.
   c. To advise the University Facilities specialist services staff and Departmental Safety Officers on compliance with those regulations.
   d. To report to the departments safety committee.
8. To support the LEC and Chemistry heads of technical services in ensuring that systems associated with each departments infrastructure (e.g., alarm systems for core equipment) are working effectively and are extended or upgraded as required.

Other Duties

As permitted by the above core activities, to provide occasional cover and support in other areas of the LEC and Chemistry technical support.