

JOB DESCRIPTION
Head of Electronics Workshop
Ref: A3757

Job Title: Head of Electronics Workshop	Present Grade: 7
Department/College: Physics	
Directly responsible to: Departmental Superintendent	
Supervisory responsibility for: The electronics support team. Currently 2 x Grade 6, 1 x Grade 4/5 Technicians	
<p>Other contacts</p> <p>Internal: Staff and students (UG & PG) of the Physics and other University academic Departments. University Facilities maintenance staff.</p> <p>External: Electronic/electrical equipment & component suppliers. Equipment manufactures technical engineers. Colleagues in collaborating national & international institutes. Contractors employed by Facilities working in the Department.</p>	
<p>Purpose of Role:</p> <p>The Head of the electronics workshop has a critical role to play in the creation of unique equipment, original design, development & construction of specialised electronic circuitry and equipment for teaching & research groups.</p> <p>The Head of the electronics workshop has responsibility for management and provision of the electronics technical support group, ensuring that the Department's infrastructure of complex and sophisticated equipment, instruments & apparatus are maintained in a serviceable order to minimise disruption to vital teaching and research programs within the Department.</p> <p>The success of teaching and research in the Physics Department are highly dependent on the standards and service provided by the small team of electronics support staff.</p>	
<p>Major Duties:</p> <ul style="list-style-type: none"> • Responsibility for the supervision, management, provision & development of the electronics technical support team, management of the Department's electronics workshop facility. • Original design, development & construction of specialised electronic circuitry and equipment for teaching and research groups within the Department. Collaboration with research groups & external institutions both at national and international level. • Fault diagnosis, service and repair, modification of complex and sophisticated equipment, instruments, apparatus & infrastructure in all teaching & research areas of the Department. • Provide advice, assistance and a source of knowledge to staff and students (UG & PG) regarding technical design, construction, problem solving, use of electronic equipment, systems & apparatus. • Sourcing and procuring new instruments and equipment. Consultation with specialized technical engineers, manufactures, distributions and suppliers. Ensuring best negotiated prices & discount on purchases made. Managing Electronics Workshop annual budget. Maintaining stocks of consumable items for workshop use. 	

Health & safety:

- To ensure that the electronics support team is compliant with all relevant health & safety requirements whilst undertaking duties in the workshop facility & when working in research and teaching laboratories throughout the Department.
- Responsibility for organising portable appliance testing (PAT testing) & testing of safety systems throughout the Physics Department.
- Awareness of any changes to the work environment or health and safety risks which may affect members of the electronic support team, other technical, academic staff & students within the Department and to liaise with the Area Safety Officer (ASO) on them.
- Thorough understanding of current Health and Safety Law with respect to Electricity at Work and statutory compliance and testing.
- Member of the Departments operational SHaW (Safety Health and Wellbeing) committee.

General duties:

- To undertake personal and professional development in accordance with the role requirements. To undertake any other duties as required, commensurate with the grade or below as directed by the Department Superintendent or Head of Department