

Job Description

Role Title:	Teaching Fellow – Technical Workshops
School / Dept:	School of Science, Engineering and Environment
Reference:	MPF4154
Grade:	Grade 7
Full or Part time:	Full time – Fixed term contract 2 years
Hours:	1.0 FTE
Reports to:	Technician Manager and Mechanical Engineering Program Lead

Overview

The role of Teaching Fellow in Technical Workshops has become vacant in the University's School of Science, Engineering and Environment (SSEE). SSEE is a large multi-disciplinary School comprising around 400 staff, including around 50 highly skilled technicians and approximately 4500 students studying on a range of taught and research programmes at BSc, BEng, MEng, MSc, MPhil and PhD level. SSEE embraces subjects as diverse as Zoology, Parasitology, Mathematics, Computer Science, Engineering, Geography, Biomedical Science, Architecture and Construction Management, in a range of locations on the Peel Park campus.

The university could not deliver high quality research, teaching and knowledge transfer without the work of our academics and technical colleagues at all levels of the institution, and we aim to ensure the contribution technicians make is fully recognised.

The role of Teaching Fellow – Technical Workshops is key to ensuring that students within SSEE receive the best student experience possible in the school degree programmes. The successful candidate will be based across both academic and technical teams and will work closely with academic colleagues to deliver teaching of hands on workshops skills, such as using traditional (lathe, pillar drill, band saw) and modern (laser cutter, 3D printing) manufacturing equipment. They will be responsible for supporting the maintenance and running of the school workshops and ensuring high levels health and safety standards and compliance.

Role Purpose

The appointee will join the existing team of academics and technicians in order to deliver teaching and assistance primarily as well as supporting laboratory and specialist spaces.

Principal Duties & Responsibilities

- Teaching – Teaches the use of specialist equipment and/or techniques to students and staff. Plans, designs and develops course material as well as creates teaching objectives. Contributes to module design and supports formative and summative assessment.
- Academic knowledge - Advanced knowledge of tradition and modern manufacturing skills and equipment. Demonstrates academic expertise through application to and development of teaching activities. Able to evaluate the benefits and costs of different teaching approaches. Takes responsibility for academic decisions and contributes to academic outputs.
- Safety and incident management – Supports the safety assessment for a directorate. Determines assessment methods, techniques and tools that are to be used as appropriate to the integrity levels of the assessments undertaken. Records and shares appropriate health and safety data. Investigates escalated incidents to responsible service owners and seeks resolution. Facilitates recovery, following resolution of incidents. Analyses cause of incidents and informs service owners in order to minimise probability of recurrence and contribute to service improvement.
- Relationship management - Identifies the communications and relationship needs of stakeholder groups. Translates communications/stakeholder engagement strategies into specific activities and deliverables. Facilitates open communication and discussion between stakeholders, acting as a single point of contact by developing, maintaining and working to stakeholder engagement strategies and plans. Provides informed feedback to assess and promote understanding. Facilitates business decision-making processes.
- Equipment maintenance – Completes regular maintenance tasks on workshop equipment and facilities. Investigates escalated issues to service owners and seeks resolution. Investigates equipment maintenance and informs service owners in order to maximise durability and minimise probability of recurring issues and contribute to service improvement.
- Sourcing / procuring – Reviews business cases (requirements, potential benefits and options) and chooses appropriate procurement options. Using market knowledge to find appropriate suppliers and gathers quotation in accordance with university policy. Uses specialist knowledge to inform purchase. Completes and monitors purchases in partnership with other departments i.e. finance.
- Where appropriate mentor other colleagues
- Promote sustainability in the workplace.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Hold a relevant degree and / or equivalent professional experience E
2. Hold a Postgraduate Certificate of Academic Practice or equivalent higher education teaching qualification (or commitment to enrol on the University programme) E

Background and Experience

3. Experience of working in and maintaining workshop environments (E)
4. Experience of specialist skills relating to a workshop environment (E)
5. Experience of procurement processes (D)
6. Experience of health and safety policies, and procedures relating to workshops machinery equipment (E)
7. Experience of planning, designing and delivering teaching undergraduate teaching or project supervision at undergraduate and/or postgraduate level related to workshop environments (E)

Knowledge

8. A knowledge of health and safety procedures and its application to workshop environments (D)
9. A knowledge of leading teaching of specialist workshop skills, including traditional (lathe, pillar drill etc) and modern (laser cutter, CNC miller) manufacturing equipment (E)

Skills and Competencies

10. Excellent communication and interpersonal skills with the ability to independently prioritise and manage workload (E)
11. A respectful approach and experience of working as part of a successful team (E)
12. An understanding of the needs of students including full-time, part-time and international students (D)

13. Management of consumables and equipment within allocated responsibility and be responsible for stock control audits and recording through approved channels as required (E)
14. Understanding of approaches to dealing with diversity in the workplace (E)