



OPPORTUNITY

Where change
gets real.



Reference: 0537-25

Grade: Grade 7

Salary: £31,236 to £ 36,636, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

To provide support to students, researchers and staff in project-based learning and laboratory work. Alongside production of working and display models and prototypes for university and research projects with an electrical bias.

Main Duties/Responsibilities

- ▶ To support the provision of teaching activities within the College of Engineering and Physical Sciences by undertaking laboratory demonstration through the assistance and instruction of students in practical sessions and to provide technical help and assistance in other areas of the program, including software, as and when required.
- ▶ To provide support for student projects and other teaching and learning activities including basic instruction on the use of equipment and software and advice on design principles and correct selection of components and materials for use in projects.
- ▶ To instruct and train academics and students in the use of technical equipment.
- ▶ To prepare laboratories in readiness for teaching activities.
- ▶ To manage local inventories as well as controlling and stocking consumables – to liaise with technical staff and academics with regards to purchasing requirements.
- ▶ To not only ensure compliance of health and safety legislation, but to have a proactive approach to health and safety in all matters relating to laboratories and workshop facilities and practices.
- ▶ To provide recommendations for equipment modifications, upgrading, repair and replacement. Where appropriate, to recommend purchase of new equipment from annual capital funds.
- ▶ To work flexibly as a member of the College technical team, embracing Aston 2030 Strategy, providing cover to the other areas of the wider team as needed and equally receiving support from other areas at times of high workload or absence.
- ▶ To assist as required in college and university marketing events that involve showcasing of laboratories, workshops.
- ▶ Undertaking other such duties as maybe reasonably requested and that are commensurate with the nature and grade of the post.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	HNC, HND or equivalent C&G qualification in an electronic engineering or related area. Or Apprentice trained electronics engineer.	Application form
Experience	Proven experience in a similar role. Good level of IT skills for electronics CAD packages (e.g. KiCAD, Proteus or equivalents). Printed Circuit Board Schematic and layout Design experience. Experience of using microcontroller platforms (Arduino, RaspberryPi or similar). Experience with programming languages such as 'C' or similar. Experience in electronic prototyping. Experience in hand soldering preferably including SMD's.	Application form and interview
Aptitude and skills	Problem solving skills Ability to supervise large groups of students in an electronics workshop. Excellent communication skills including ability to clearly and effectively demonstrate equipment and explain procedures and legislation to both individuals and groups. Ability to work independently and without close supervision. Understanding of basic experimental techniques Ability to provide practical assistance to students using equipment in laboratories.	Application form and interview

	Essential	Method of assessment
	<p>Ability to carry out basic maintenance on scientific equipment.</p> <p>Ability to prioritise.</p> <p>Ability to work flexibly.</p> <p>Working knowledge of health and safety legislation.</p> <p>Willingness to keep up to date with advancing technology.</p> <p>Willingness to assist other areas of the university as required.</p>	

	Desirable	Method of assessment
Education and qualifications	HE teaching qualification or equivalent.	Application form

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

**Innovation**

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.

**Collaboration**

We work best when we are collaborative, working together to contribute to the Aston community.

**Ambition**

We strive together for improvement and innovation looking ahead to see the bigger picture.

**Inclusion**

We treat everyone in our community equally and how they would like to be treated.

**Integrity**

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Reece Lillie

Job Title: Head of Technical service for Engineering and Physical Sciences

Email: r.s.lillie@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its

Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment.
Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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