

Job Title	Assistant Technician	Technician (Grade 4)	Technician (Grade 5)	Technical Specialist	Technical Team Manager	Senior Technical Specialist	Senior Technical Team Manager	Lead Technical Specialist	Dept. Operations Manager	Director of Technical Operations
Grade	3	4	5	6	6	7	7	8	8	9
In addition to the generic person specification below, the role will be attributed up to a further five points specific to the role										
Qualification	A level, HNC, or equivalent experience	A level, HNC, or equivalent experience	HNC, HND, Degree, or equivalent experience	Degree, or equivalent relevant experience	Degree, or equivalent relevant experience	Masters Degree, or equivalent significant experience	Masters Degree, or equivalent significant experience	Masters Degree, or equivalent significant experience in area related to specialism	Masters Degree, or equivalent significant experience	Degree or professional qualification, or equivalent experience
Knowledge	Knowledge of basic safety regulations & procedures, for example COSHH	Knowledge of relevant safety regulations & procedures, for example COSHH and risk assessment	Knowledge of relevant safety regulations & procedures, for example COSHH and risk assessment	Broad understanding and in depth knowledge of specialism of the relevant safety legislation & regs	Broad understanding and in depth knowledge of relevant health and safety legislation and regulations	Broad understanding and in depth knowledge of specialism of the relevant safety legislation & regs	Broad understanding and in depth knowledge of relevant health and safety legislation and regulations	Broad understanding and in depth knowledge of specialism of the relevant safety legislation & regs	Broad understanding and in depth knowledge of specialism of the relevant safety legislation & regs	Extensive experience operating at a manager/expert level, including managing a significant team/number of teams or a significant project/number of projects
Skills, Abilities, Competencies	Ability to perform routine practical tasks with attention to detail	Ability to perform practical tasks to a consistently high standard with attention to detail	Ability to perform complex technical tasks to con. high standard with attention to detail	Proven track record in the application of the technical skills associated with the specialism	Proven track record in the application of the specialist technical skills associated with the work area	Proven ability to manage a technical team in a specialism	Ability to lead, manage, train and develop a team/teams of staff	Proven leadership skills, including development of high performing teams and services in a complex environment	Proven leadership skills, including development of high performing teams and services in a complex environment	Lead people - providing vision, motivation, inspiration and direction
	Awareness & understanding of general scientific procedures	Awareness & understanding of the operation in relevant area of work	Knowledge and ability to implement practical techniques used in relevant work area	Knowledge of the management of the technical work space occupied by the relevant specialism	Knowledge of the management of the technical work space occupied by a technical service	Knowledge of the management of the technical work space occupied by the specialism	Knowledge of the management and work space occupied by technical services	Knowledge of the management of the technical workspace	Knowledge of the management and work space occupied by technical services	Factors relevant to the field of work including: services and systems, principles and theory, and regulations and procedures
		Relevant theoretical knowledge in the work area	Relevant theoretical knowledge in the work area	In depth and current theoretical and practical knowledge of the specialism	In depth and current theoretical and practical knowledge of a technical service	In depth and current theoretical and practical knowledge of the specialism	In depth and current theoretical and practical knowledge of a technical service or technical support	In depth current theoretical and practical knowledge and understanding of the principles of scientific research, equipment and the STS	In depth current theoretical and practical knowledge and understanding of the principles of scientific research, equipment and associated technical support services	Financial management procedures
						In depth knowledge of statistical and mathematical methods for analysis		In depth knowledge of scientific analysis associated with the specialism and the use of statistical and mathematical methods to support it		
	IT skills inc. Google Apps, Excel, Word	IT skills for a wide range of applications inc. Google Apps, Excel, Word	IT skills for a wide range of applications, inc. Google Apps, Microsoft Word and Excel and specialist software where appropriate	Excellent IT and analytical skills using a range of specialist software where required	Excellent IT and analytical skills using a range of specialist software where required	Excellent IT and analytical skills using a range of specialist software where required	Excellent IT and analytical skills using a range of specialist software where required	Excellent IT and analytical skills using a range of specialist software where required	Excellent IT and analytical skills using a range of specialist software where required	Communicate to influence and engage others, including senior leaders
	Ability to work under supervision and as part of a team	Ability to work on own initiative and as part of a team	Ability to coordinate & monitor members of the team, allocating work as required	Ability to present complex ideas in a clear and concise manner and communicate with staff, students and external stakeholders	Ability to present complex ideas in a clear and concise manner and communicate with staff, students and external stakeholders	Ability to proactively engage with a wide range of stakeholders in order to provide the most efficient and appropriate service	Ability to proactively engage with a wide range of stakeholders in order to provide the most efficient and appropriate service	Ability to proactively engage with a wide range of stakeholders in order to provide the most efficient and appropriate STS	Ability to proactively engage with a wide range of stakeholders in order to provide the most efficient and appropriate technical support and services	Manage budgets/funding/resources
	Ability to operate standard equipment	Ability to operate standard equipment	Competent in use of advanced technical equipment and techniques	Competent in the operation and maintenance of equipment in a technical specialism	Competent in the operation and maintenance of equipment used in technical services			Ability to identify trends & emerging technologies/experiments in the field to keep the STS at the cutting edge		
	Prepare accurate, clear and concise documentation	Ability to write standard reports in own work area	Ability to analyse and interpret data and explain complex info to others	Ability to analyse and interpret complex data and to design and deliver training on specialism	Ability to analyse and interpret complex performance and to design and deliver training on technical services	Ability to draft, adapt, implement and audit procedures and policies, ensuring they are in line with uni, statutory and legislative guidelines	Ability to draft, adapt, implement and audit procedures and policies, ensuring they are in line with uni, statutory and legislative guidelines	Ability to draft, adapt, implement and audit procedures and policies, ensuring they are in line with uni, statutory and legislative guidelines	Ability to draft, adapt, implement and audit procedures and policies, ensuring they are in line with uni, statutory and legislative guidelines	Audit procedures and policies, ensuring they are in line with uni, statutory and legislative guidelines
		Ability to assess non-routine problems by suggesting solutions.	Ability to assess non-routine problems and implement solutions within own expertise	Ability to contribute to specification docs for the tendering and service of the complex equipment.	Ability to contribute to specification docs for the tendering and service of the complex equipment and to provide scientific data in written format for management	Ability to write scientific and specification docs for the tendering and service of complex equipment. To provide scientific data in written format and contribute to papers	Ability to write scientific and specification docs for the tendering and service of complex equipment.	Ability to write tendering documentation for procurement and reports to influence the strategic direction of the STS	Ability to write tendering documentation for procurement and reports to influence the strategic direction of the STS	Ability to gather intelligence, assimilate information, make decisions, leading the strategic direction of technical services in the Department, taking full ownership and responsibility
				Competent in statistical and mathematical methods for analysis, and able to provide scientific data in written format for publications		Ability to apply knowledge to improve service of technical specialism	Excellent communication skills, able to present info and convey technical information	Ability to apply specialist in depth knowledge to improve the service of the STS	Excellent communication skills, able to present info and convey technical information	
				Ability to identify trends in area of specialism and discuss with management		Ability to manage budgets, write financial reports and produce statistical info	Ability to manage budgets, write financial reports and produce statistical info	Ability to manage and analyse budgets, write financial reports and produce statistical info for future financial planning	Ability to manage and analyse budgets, write financial reports and produce statistical info for future financial planning	
Experience	Practical experience within relevant environment	Theoretical and practical experience of carrying out relevant technical activities	Evidence of contribution to activities using a variety of sometimes specialist technical skills	Demonstrable in depth experience in the relevant specialism	Demonstrable experience in the relevant technical area	Demonstrable in depth experience in the relevant specialism	Significant experience in a senior technical role in a large organisation	Significant experience in a senior role of a STS	Significant experience in a senior technical role in a large organisation	
			Experience of working on own initiative and as part of a team	Experience of working on own initiative		Experience of working on own initiative				
				Experience of training others in lab techniques and use of complex equip	Experience of training others in lab techniques and use of complex equip	Experience of training others in lab techniques and use of complex equip		In depth experience of designing and presenting training in specialist techniques and the use of complex scientific equipment		
				Experience of applying knowledge to improve service of technical specialism	Experience of successfully managing and motivating others to achieve results, prioritising to deadlines and demands		Experience of successfully managing and motivating others to achieve results, prioritising to deadlines and demands	Experience of successfully managing and motivating others to achieve results, prioritising to deadlines and demands	Experience of successfully managing and motivating others to achieve results, prioritising to deadlines and demands	Significant experience managing, leading and motivating technical staff and teams to achieve results
				Experience of writing reports for managers on area of specialism	Experience of writing reports for managers on the technical work area	Experience of writing in depth analytical reports on the operation and strategy of the specialism	Experience of writing in depth analytical reports on the operation and strategy of technical services	Experience of writing and communicating in depth analytical reports on the operation and strategy of the STS to clients	Experience of writing and communicating in depth analytical reports on the operation and strategy of technical services	Experience of communicating the strategic direction of technical services by writing reports and analytical data with multiple stakeholders
						Ability to assess and implement current trends in specialism as appropriate	Managing a multi-disciplinary project, working within defined timescales and financial limits within technical services	Experience of leading a team in a technical specialism, working within defined timescales and financial limits within technical services	Experience of leading a team in a multi-disciplinary project, working within defined timescales and financial limits within technical services	
				Experience of working in an area of technical specialism	Experience of managing a technical work area	Experience of managing a technical specialism and work area	Experience of leading significant change management initiatives in collaboration with senior managers	Experience of managing a STS and work area	Experience of leading significant change management initiatives in collaboration with senior managers	
Personal Attributes	Actively demo commitment to professional development, advance knowledge, understanding & competencies	Actively demo commitment to professional development, advance knowledge, understanding & competencies	Actively demo commitment to professional development, advance knowledge, understanding & competencies	Actively demo commitment to professional development, advance knowledge, understanding & competencies	Actively demo commitment to professional development, advance knowledge, understanding & competencies	Actively demo commitment to professional development, advance knowledge, understanding & competencies	Actively demo commitment to professional development, advance knowledge, understanding & competencies	Actively demo commitment to professional development, advance knowledge, understanding & competencies	Actively demo commitment to professional development, advance knowledge, understanding & competencies	Works collaboratively with others
	Dependable, reliable and self-motivated	Dependable, reliable and self-motivated	Dependable, reliable and self-motivated	Flexible attitude towards work, willingness to respond to time led demands	Flexible attitude towards work, willingness to respond to time led demands	Flexible attitude towards work, willingness to respond to time led demands	Flexible attitude towards work, willingness to respond to time led demands	Flexible attitude towards work, willingness to respond to time led demands	Flexible attitude towards work, willingness to respond to time led demands	Delivers a quality service
	Good interpersonal skills and the ability to communicate effectively with staff and students	Good interpersonal skills and the ability to communicate effectively with staff & students	Good interpersonal skills and the ability to communicate effectively with staff and students	Good interpersonal skills and the ability to communicate effectively with staff, students and external stakeholders	Good interpersonal skills and the ability to communicate effectively with staff, students and external stakeholders	Good interpersonal skills and the ability to communicate, negotiate and influence staff, students and external stakeholders	Good interpersonal skills and the ability to communicate, negotiate and influence staff, students and external stakeholders	Good interpersonal skills and the ability to communicate, negotiate and influence staff, students and external stakeholders	Good interpersonal skills and the ability to communicate, negotiate and influence staff, students and external stakeholders	Develops self and others
	Maintain a positive, open attitude toward others, to value and support colleagues, to adapt to change quickly and easily and demonstrate personal resilience	Maintain a positive, open attitude toward others, to value and support colleagues, to adapt to change quickly and easily and demonstrate personal resilience	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	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	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	A positive, open and objective attitude toward others, to value and support colleagues. The ability to present, promote and integrate change to staff with minimal resistance. To lead by example, demonstrating flexibility and resilience in the commitment to meet the needs of the role	A positive, open and objective attitude toward others, to value and support colleagues. The ability to present, promote and integrate change to staff with minimal resistance. To lead by example, demonstrating flexibility and resilience in the commitment to meet the needs of the role	A positive, open and objective attitude toward others, to value and support colleagues. The ability to present, promote and integrate change to staff with minimal resistance. To lead by example, demonstrating flexibility and resilience in the commitment to meet the needs of the role	A positive, open and objective attitude toward others, to value and support colleagues. The ability to present, promote and integrate change to staff with minimal resistance. To lead by example, demonstrating flexibility and resilience in the commitment to meet the needs of the role	Actively champions respect, inclusivity, equality and diversity
						An interest to research, learn and apply new techniques and keep abreast of developments in own specialism		An interest to research, learn and apply new techniques and keep abreast of developments in own specialism	A commitment to research, learn and apply new techniques and keep abreast of developments in the area of technical services	Identifies and implements continuous improvement
							Demonstrable ability to build and lead successful teams		Demonstrable ability to build and lead successful teams	