Technical Staff Committee

1. Purpose

The Technical Staff Committee is a standing sub-committee of the Board of Trinity. The grades under the Committee’s auspices are - Chief Technical Officer (1 & 2 and Specialist), Senior Experimental Officer, Experimental Officer, Senior Technical Officer, Technical Officer, Chief Medical Scientist, Senior Medical Scientist, Medical Scientist, Technical Storeperson and Senior Technical Storeperson, Laboratory Attendant grades 1 and 2, and Senior Laboratory Attendant.

The Committee’s functions are:-

(i) to assess training and qualification requirements for technical staff;

(ii) to act as a review and promotions body for staff under its auspices;

(iii) to act as an appeals body in relation to the area of technical staff under its auspices when required to do so;

(iv) to advise Heads of Schools and other University committees on technical services affecting the University and the maintenance of acceptable standards.

Arising from the Report of the Expert Group on University Technician Grades the Technical Staff Review Committee may also consider the following:

v Promoting consultation and communication between academic and technical staff

vi. Policy development issues related to service delivery.

vii. Monitoring the success of implementation of the expanded roles and activities.
viii. Evaluation of redeployment and flexibility requirements to meet service
delivery and, as necessary, co-ordination of redeployment and flexibility
issues.

ix. Professional development and additional training opportunities.

x. Implementation of new technologies.

xi. Initial consideration of staffing issues, where appropriate, which may arise in
relation to technical services delivery.

2. **Composition**

   Chairman (nominated by Board)

   Six academic staff from schools employing technical staff including Dean of
   Engineering,
   Mathematics and Science as ex-officio member (nominated by Board)
   Three technical staff representatives (elected by the grades)
   Technical Staff Committee Guidelines Page 2
   One Laboratory Attendant representative (elected by the grades)
   Secretary to the Committee (nominated by Board)

   (A Medical Scientist representative attends meetings by invitation when matters
   relating to Medical Scientist grades are being discussed).

3. **Meetings**

   The Committee meets annually and at such other times throughout the year as are
   necessary to discharge its business. Recommendations for the annual review
   meeting should be addressed to the Secretary to the Committee before the closing
date as per the memo circulated by Human Resources.

4. **Structures, Rules, Procedures and Conditions of Employment for Technical Staff**

   are set out in the following pages.
Technical Staff Career Structure

Technical staff are normally recruited at Technical Officer level. As a result of the Report of the Expert Group on University Technician Grades Trinity will have the option of recruiting at both Technical Officer and Senior Technical Officer level. Promotion to Senior Technical Officer is subject to approval by the Technical Staff Committee and is largely dependent on the person’s qualifications and experience and recommendation by the Head of School. The detailed arrangements are given in the Scheme for Relating Qualifications to Grades.

Promotion beyond Senior Technical Officer is not part of normal career expectation. Access to the higher grades depends on the existence of an established vacancy or special assessment by the Committee.

The technical function in academic units with technical staff are generally headed by a Chief Technical Officer 1. They are responsible to the Head of School for the administration of the technical resources of the unit. Appointment to Chief Technical Officer 1 is dependent on an established vacancy arising and appointment is by external advertisements (except in the case of transitional arrangements from small disciplines headed by a Chief Technical Officer 2 and requires the approval of the Board of Trinity).

Chief Technical Officer 2 is used in two situations. First, some schools or disciplines are of a size warranting the appointment of a Chief Technical Officer 2 to supervise a leg of school activity and to deputize for the Chief Technical Officer 1. Second, a small school or a discipline, which is evolving in size, may be headed by a Chief Technical Officer 2. In this case subsequent promotion to Chief Technical Officer 1 is by assessment of the Technical Staff Committee as the departmental situation develops.

Chief Technical Officer (Specialist) is a grade used to cover exceptional circumstances which may arise in schools where the skills and effort involved in servicing teaching or research requirements are at a level substantially in excess of what would be required from an experienced Senior Technical Officer. Promotion to this grade, which is the equivalent of Chief Technical Officer 2 in salary terms, is by assessment of the Technical Staff Committee.

Experimental Officers are created to further research activity in schools. These are Board approved appointments created on the advice and recommendation of the Technical Staff Committee. They are not established positions in the same sense as Chief Technician posts.
Posts may lapse or revert to a different grade or new posts may be created. Promotion to Senior Experimental Officer is by assessment of the Committee under the Review Procedures for Experimental Officers.

**Technical Staff**

**Scheme for Relating Qualifications to Grades and the Establishment of Higher Graded Posts**

1. **The Technical Staff Committee**
   The University’s Technical Staff Committee is responsible for assessing training and qualification requirements for technical staff and for promotional matters relating to technical staff. The current arrangements applying to Technical Officer and Senior Technical Officer, which are subject to change by the Committee, are given below.

2. **National Certificate on Entry- Qualifications for Existing Staff (before 1 January 2007)**
   Current staff, who are holders of appropriate National Certificates, enter the technical grade at the third point. Appropriate certificates usually mean those requiring two years full-time or four years part-time study prior to award. After one year’s experience progression is to the fifth point. Following a further year’s experience the Technical Officer progresses to the seventh point. Where the Certificate holder on entry subsequently achieves the Diploma the person becomes eligible for further advancement by double increment or promotion to Senior Technical Officer as appropriate.

   Promotion to Senior Technical requires:-
   
   (i) The N.C.E.A. Diploma or equivalent qualification.
   (ii) A minimum of three years’ experience at Technical Officer level
   (iii) Head of School recommendation
   (iv) Approval by the Technical Staff Committee.

3. **Qualifications for New Staff (from 1 January 2007)**
   Entry to the profession will require a relevant Honours degree. The minimum entry for staff will be the 5th point of the Technical Officer scale; progression thereafter
will be by way of double increment annually or promotion to Senior Technical Officer as appropriate.

Promotion to Senior Technical Officer requires:

(i) MSc qualification or equivalent
(ii) A minimum of three years’ experience at Technical Officer level
(iii) Head of School recommendation
(iv) Approval by the Technical Staff Committee.

MSc holders on entry, with a minimum of 3 years’ experience, may be appointed at Senior Technical Officer level.

4. **Increments**

Increments, where applicable, are granted annually in October at the beginning of the academic year. The arrangements set out in 2 and 3 above assume appointment is made on 1st October or close to that date.

Where appointment is made later in the academic year the incremental arrangements will be as laid down by Human Resources in the individual letter of appointment.

5. **Previous Work Experience**

In deciding promotional matters the Technical Staff Committee may take account of relevant previous work experience.

6. **Higher Grades**

The Board has approved the establishment of the grades of Chief Technical Officer 1 and 2, Experimental Officer and Senior Experimental Officer. Appointments to these grades may be made from time to time to fill establishment openings or where the Board approves an additional vacancy.

7. **Procedure for the Establishment and the Filling of the Posts of Chief Technical Officer 1**

Preamble
Chief Technical Officer 1 are posts established by Board and are not part of the normal career path for Technical Officers. The following procedure for the establishment and filling of the posts is set out below:

Procedure

The Head of School makes an application to the Faculty Executive Committee or SAMG, as appropriate, to establish a post of Chief Technical Officer 1. If approved, Board will be asked to endorse the recommendation and the post shall be advertised. Applications for the post are given by Human Resources to the Head of School who shall shortlist candidates for interview, conduct interviews and selects the best candidate. A recommendation will then be made to Board for approval of the appointment. This post will be advertised externally (with an internal advertisement being placed one week in advance of the external advertisement).

7a Procedure for the Establishment and the Filling of the Posts of Chief Technical Officer 2.

Preamble

Chief Technical Officer 2 are posts established by Board and are not part of the normal career path for Technical Officers.

The following procedure for the establishment and filling of the posts is set out below:

Procedure

The Head of School makes an application to the Technical Staff Committee to establish a post of Chief Technical Officer 2. If the Technical Staff Committee approves, Board will be asked to endorse the recommendation of this committee. If approval is granted, the post shall be advertised for competition. A recommendation will then be made by the Nominating Committee to Board for approval of the appointment.

Note (1). In the case of filling a vacancy for a Chief Technical Officer 2 post, this may be advertised internally only or externally (with an internal advertisement being placed one week in advance of the external advertisement). In the case of filling a vacancy for a Chief Technical
8. **Procedure for the Establishment of Experimental Officers**

**Preamble**

Experimental Officers are created to support research activity in schools. These are Board approved appointments created on the recommendation of the Technical Staff Committee. These are not established positions. Relevant MSc qualification or equivalent with acquired expert experience is required of candidates for these posts.

Promotion to Senior Experimental Officer is by assessment of the Technical Staff Committee under the Review Procedures for Experimental Officers. Criteria for promotion are detailed below in the section called “Promotional Review Procedures – Experimental Officer Grade”.

**Procedure**

The Head of School makes an application to the Technical Staff Committee to create an Experimental Officer post. If the Technical Staff Committee approves, Board will be asked to endorse the recommendation of this committee. If approval is granted, the post shall be advertised. Applications for the post are given by Human Resources to the Head of School who shall shortlist candidates for interview, conduct interviews and selects best candidate. A recommendation will then be made to Board for approval.

Note (1). In the event that an appointment to the post of Experimental Officer gives rise to a subsequent vacancy at Technical Officer level, a separate application must be made to the Faculty Executive
Committee or SAMG, as appropriate, and subsequently to Board before this vacancy is filled.

Chief Technical Officer (Specialist)
Technical Officers may expect to proceed to Senior Technical Officer grade on achieving the necessary qualifications and experience. Promotion from the grade of Senior Technical Officer is subject to the availability of vacancies in the Chief Technical Officer 1/2 or Experimental Officer grades. The Technical Staff Committee recognises that exceptional circumstances may arise in some schools where the servicing of teaching and research activities require the application of technical skills and effort, which are normally of a specialist nature, at a level substantially in excess of what would be required from an experienced Senior Technical Officer. Where these exceptional circumstances exist, and the Senior Technical Officer concerned is at or near the maximum of the scale (the 5th point), a written case may be submitted to the Technical Staff Committee seeking a review of his/her status. Where such a case is accepted by the Committee, the special service will be recognised by permitting access to the salary equivalent of the Chief Technical Officer 2. The normal approach to the Committee shall be through the Head of School. Exceptionally, an individual who feels aggrieved may submit a case direct to the Committee after notifying the Head of School of his/her intention. In such circumstances the Technical Staff Committee will inform the Head of School as regards the substance of the case, seeking his views for submission to the Committee.

The Technical Staff Committee shall make an initial assessment of the case submitted. Where it believes a prima facie case exists, the Committee shall refer the candidate for interviews. (Abstract from Technical Staff Committee Minute 498).

The composition of the interviewing committee will normally be - Chairman, Secretary, one committee member and one non-committee member with expertise in the school, and a technical staff representative.

Candidates for interview will be invited to submit to the interviewing panel any information they consider relevant.

The interview board will report back to the full committee.
Promotional Review Procedures
Experimental Officer Grade

1. **Purpose**
   Annually the Technical Staff Committee shall act as a Promotions Review Committee for the purpose of assessing appointments in the Experimental Officer grade. The Technical Staff Committee may refer this function to an advisory Sub-Committee whose membership shall include, ex officio, the Chairman and Secretary to the Committee and one representative from the technical staff members of the Committee. The sub-Committee will normally include a staff member from outside the Committee with expertise in the particular school under assessment. The Technical Staff Committee shall make recommendations to Board about promotions to Senior Experimental Officer grade.

2. **Eligibility**
   Experimental Officers who have reached the top of the scale are eligible for consideration for promotion to Senior Experimental Officer grade. Should the Committee decline to endorse a recommendation for promotion to Senior Experimental Officer grading it shall, however, have discretion to agree some further but limited salary advancement related to this grade.

   Requests for promotions on behalf of staff not having reached the top of the scale may be considered for promotion only where exceptional circumstances exist. Seniority in itself will not suffice for promotion to Senior Experimental Officer.

3. **Procedures**
   Each year the Secretary to the Committee will circulate Heads of Schools, advising them that the annual promotions review is due to take place. The Head of School may then make a specific recommendation to the Committee setting out the grounds in favour of the Experimental Officer in his School and this report should be made available to the Committee by the relevant closing date. At any stage of these procedures the Committee may invite the individual concerned to submit any information he/she considers relevant to the case. The normal approach to the Committee is through the Head of School. Exceptionally, an individual who has reached the top of the scale and for whom a case has not been made may submit a
case direct to the Committee after notifying the Head of School of his/her intention. In such circumstances the Technical Staff Committee will inform the Head of School as regards the substance of the case, seeking his/her views for submission to the Committee.

The Committee may recommend or decline to recommend promotion to Senior Experimental Officer grade on the basis of the written submission received. Alternatively, the Committee may refer the case for further assessment and in these circumstances the candidate will be interviewed by a sub-committee of the Technical Staff Committee convened for that purpose. The composition of the sub-committee will be: Chairman of the Technical Staff Committee, Secretary of the Technical Staff Committee, Academic staff member, non-technical staff committee member with experience in the field.

4. Criteria for Promotion

(i) The Committee will take a balanced view of the candidate’s standing in terms of:

(a) the importance of the contribution to the research programme of the school/discipline/unit

(b) proven ability to respond to developments in the sophistication and scale of the workload

(c) the importance of other contributions to departmental activity, including teaching input

(ii) Promotions will be on a personal basis and will not be awarded on seniority alone or as a reward for duties beyond what is normal for University.

(iii) The number of posts in the grade may be limited by financial constraints. The Committee will have regard to the number of senior posts in existence and ratios will generally not exceed those which apply in the academic sphere.

5. Qualifications for Senior Experimental Officers

Relevant MSc qualification or equivalent is required of candidates for these posts. A record of scholarly achievements is required.
Traditionally Senior Experimental Officers have been qualified to PhD level. This level of qualification is desirable but not essential.

**Chief Technical Officer 1**  
**Procedure for Assessing Applications to Cross the Bar**

The procedure for assessing applications for advancement beyond the bar in the Chief Technician 1 Grade is as follows:

**General Procedure**

1. The Head of School should make a written submission to the Technical Staff Committee. The structure of the submission should follow the format given below.

2. On the basis of the written submission the Technical Staff Committee, following notification from Human Resources that the staff member has spent 1 year on the 4th point of the scale is now a candidate for progression to a higher scale, the Technical Staff Committee will proceed to evaluate the submission as set out below. Progression to a higher scale shall be based solely on individual merit and not be constrained by organisational factors.

   (i) Decide whether a prima facie case exists requiring further examination and, if so, constitute an Assessment Committee to examine the case further and to report back to the Committee. The Assessment Committee will interview the candidate and, where necessary, the Head of School. The Assessment Committee will consist of: Chairman of the Technical Staff Committee, Secretary of the Technical Staff Committee, Academic staff representative, Chief Technical Officer grade in department (if there isn’t one a Chief Technical Officer in another department with experience in the field will be required).

   (ii) Reject the application where this seems appropriate to the Committee. Where this occurs, a re-submission at a later date is not precluded.

**Departmental Submission**

1. **Departmental Factors.** The Committee will require a factual description, presented in relatively free form, of departmental activities under the following headings:-
(a) **Departmental Information.** This should include an organisation chart showing the numbers and distribution of technical and attendant staff, numbers of research staff and students and scale of financial turnover.

(b) **Work Complexity.** A description of activities undertaken by the Chief Technical Officer 1 with special emphasis on those aspects of the attached Generalised Job Description, which are considered particularly important or are viewed as more demanding than a subjective norm.

(c) **Growth, Change and Development.** A description of growth change and development in the School and how these matters affected the candidate.

(d) **Ancillary Activities.** A description of any important activities which are a regular feature of the Chief Technical Officer 1 work but which are not an obvious, or widely discharged as part of the general Job Description.

2. **Personal Factors.** The Committee will require from the School Head an assessment of the individual's personal contribution to departmental activities under the following headings:-

(a) **Performance.** In all cases, this will be expected to be of a demonstrably high standard.

(b) **Initiative.** The contribution to the school arising from personal ability to introduce change beneficial to the school.

(c) **Departmental Growth.** The person’s ability to respond constructively to growth, change and development in the school.

(d) **Reliability and Commitment.** The quality of the person’s steady application of skills and time and the quality of the stability this brings to departmental affairs.

(e) **Management and Social Skills.** The leadership and social skills essential for the orderly, and harmonious transaction of internal and external departmental business.
(f) **Special Contributions.** Additional personal skills or contributions to departmental activity over and above what might be expected in the particular school or from the Generalised Job Description.

(g) **Additional Qualifications or Experience.** Qualifications or experience relating to the individual, above the norm expected of the post, which have a direct bearing on school activity.

**Laboratory Attendant Structure**

Under the general direction of the Chief Technician, and technical staff designated by the Chief Technical Officer, the principle duties of those in the Laboratory Attendant grades are:-

1. cleaning, storage and stock control of laboratory equipment;
2. cleaning and disposal of contaminated material, as per good laboratory practices;
3. performance of errands, fetching and carrying materials, photocopying, binding and generally attending departmental needs;
4. care and preparation of lecture halls, laboratories etc. for lectures, classes, practicals and examinations;
5. under supervision, preparation of materials and media for classes, practicals etc;
6. care, use and preparation of audio visual aids;
7. routine checking, calibration oiling, greasing and simple maintenance of laboratory equipment;
8. care of animals including watering, feeding and cleaning of cages;
9. assisting in the preparation, control and maintenance of departmental specimen collections;
10. such other duties as are required in general conformity with those traditionally performed by Laboratory Attendant staff.

Career Progression will be as detailed below:

- The recruitment point will be point 3 of the Laboratory Attendant 1 grade. The next increment will be to point 5 on the Laboratory Attendant 1 grade.
• Once a Laboratory Attendant has moved to point 5 on the incremental scale, their position becomes subject to review in the next academic year. This review process will be triggered by Human Resources contacting all Heads of Schools with staff on point 5 on the Laboratory Attendant 1 scale. This will ensure that this diverse group have equal access to the review process. Heads will be asked to make a submission in respect of the Laboratory Attendant concerned for the consideration of the Technical Staff Review Committee.

• The review is to assess suitability for progression to the Senior Laboratory Attendant scale. In making this review Heads of Schools and the Technical Staff Review Committee will consider that Senior Laboratory Attendants discharge duties involving the consistent application of relatively specialized skills or duties at a relatively high level of responsibility.

• Laboratory Attendant who are successful on review will move to point 1 on the Senior Laboratory Attendant grade. Further annual progression would be to point 3, then point 5 of the senior scale. Laboratory Attendants who are unsuccessful on review will move to point 6 of the Laboratory Attendant 1 scale. They will remain there until successful at review whereon they will progress as outlined above.

• A 10% allowance can be considered for Senior Laboratory Attendants after 4 years at the maximum of the scale.
Technical Storesperson Review Procedures

1. Appointment is usually made at Technical Storesperson level, which is the salary equivalent of Secretarial grades 3 and 2.

2. Creation of the Technical Stores Person post is based on an application being made to the Technical Staff Committee by the Head of School. If the proposal to create a post is agreed by the Committee, then the Committee will determine the means by which the post will be filled, whether by competition or by promotion.

3. Promotion to Senior Technical Storeperson (which is the salary equivalent of Secretarial Grade 1) requires recommendation by the Head of School and the approval of the Technical Staff Committee. Promotion to this grade will normally be granted on the basis of good and sound service for staff who have reached the maximum of the scale.

4. Advancement beyond Grade 1 to Executive Grade 3 is by special decision of the Technical Staff Committee which will take account of the overall stores situation in the school and the personal attributes and work record of the individual concerned.

Further Study:

New Technical Officers studying for BSc. Qualification at BSc level is a condition for promotion to Senior Technical Officer and that staff are encouraged and expected to achieve MSc level on the basis that this qualification is considered to be in the mutual interests of the staff and University therefore, University will readily support and encourage any action taken by Heads of Schools in supporting staff seeking this qualification. Actions may included

i) Study leave.

ii) Participation in internal programmes

iii) Assistance with external programmes

iv) Allowing qualification by research as part of the Technical Officers duties.

Existing Technical Staff Study for MSc/BSc. Study for these qualifications is considered to be in the mutual interests of the staff and the University therefore, the University will
readily support and encourage any action taken by Heads of Schools in supporting staff seeking this qualification.

i) Study leave.

ii) Participation in internal programmes

iii) Assistance with external programmes

iv) Allowing qualification by research as part of the Technical Officers duties.

The Expert Group on University Technicians noted that in many instances, it would be difficult to establish a relevant Masters degree or indeed Honours degree (for example for technicians working in material testing stations) and each institution would have to consider locally how “acquired experiential learning” combined with other qualifications could be used to determine equivalence to formal qualifications.

This should also be taken into account in considering the proposals outlined above.

Procedures for Nomination and Election of Staff Representatives as Members of the Technical Staff Committee

1. Technical Staff
   Technical staff shall be entitled to elect three staff representatives on the Technical Staff Committee.

2. Laboratory Attendant Staff
   Laboratory Attendant staff shall be entitled to elect one staff representative on the Technical Staff Committee.

3. Constituencies
   There will be four constituencies: one constituency comprising Technical Officer and Senior Technical Officer, hereinafter referred to as constituency one. This constituency will also include Chief Technical Officer (Specialist): a second constituency comprising Chief Technical Officer 1 and 2, hereinafter referred to as constituency two: a third constituency comprising Experimental Officer and Senior Experimental Officer grades, hereinafter referred to as constituency three: and a fourth constituency comprising Laboratory Attendant grades and Technical Storeperson grades, hereinafter called constituency four.
4. Constituency One:

(i) Eligibility to be nominated as representative and to vote in constituency one will be confined to Senior Technical Officer, Technical Officer working in full-time or half-time position, including staff in these grades of two years standing in positions funded by outside bodies.

(ii) The names of persons duly nominated shall be lodged with Human Resources within seven days of the nomination circulation. Within ten days after the nomination circulation Human Resources shall write to all persons thus nominated informing them that they have been nominated. Any nominee who is unwilling to act as a representative if elected shall notify Human Resources, in writing, of his or her unwillingness to act. Any person nominated who shall not have made such a notification within three days of being informed of their nomination shall be deemed to have consented to act as a representative if elected.

(iii) If only one name remains on the list of nominations the Chairman of the Technical Staff Committee shall inform the Board of the fact that the person has been duly elected to fill the vacancy.

(iv) If more than one name remains on the list of nominees a postal ballot shall be held. In these circumstances Human Resources shall circulate each person eligible to vote with the list of candidates in alphabetical order and with a ballot paper and with directions that the voting paper must be returned to Human Resources within seven days.

(v) The Chairman of the Technical Staff Committee or anybody authorised by the Chairman to act on his or her behalf

(a) shall have overall responsibility for the proper discharge of the nomination and voting procedures.

(b) shall nominate two persons to act as scrutineers

(c) shall declare duly elected to fill the vacancy the person who has received the greatest number of votes or, in the event of two or more persons receiving an equal number of votes which are greater than
that received by any other candidate, the most senior person shall be declared elected and the Chairman of the Technical Staff Committee shall so declare in writing to the Board of the University.

5. **Constituencies Two, Three and Four**

   (i) Save as follows below the nomination and election procedures for constituencies two, three and four shall be the same as those applying in constituency one.

   (ii) Eligibility to be nominated as representative and to vote in constituency two will be confined to full-time Chief Technical Officers 1 and 2, including staff in these grades of two years standing in positions funded by outside bodies.

   (iii) Eligibility to be nominated as representative and to vote in constituency three will be confined to full-time Experimental Officers and Senior Experimental Officers, including staff in these grades of two years standing in positions funded by outside bodies.

   (iv) Eligibility to be nominated as representatives and to vote in constituency four will be confined to staff working in continuing full-time or half-time positions in the following grades - Laboratory Attendant I, Laboratory Attendant 2, Senior Laboratory Attendant, Technical Storeperson and Senior Technical Storeperson, including staff in these grades of two years standing in positions funded by outside bodies.

6. **Timing of Elections**

   (i) In Hilary/Trinity Term of every second year, first beginning 1994, Human Resources will write to all eligible staff in constituencies one and three seeking nominations of representatives as members of the Technical Staff Committee. Each candidate nominated as a representative shall be proposed by one person eligible to vote and seconded by another.

   (ii) In Hilary/Trinity Term of every second year, first beginning 1995, Human Resources will write to all eligible staff in constituencies two and four seeking nominations of representatives as members of the Technical Staff
Committee. Each candidate nominated as a representative shall be proposed by one person eligible to vote and seconded by another.

Chief Technical Officer 1
Generalised Job Description

Chief Technical Officer 1 are accountable to, and operate under the direction of, the Head of School for any or all of the following matters.

1. The management of technical staff of the school in accordance with the University’s regulations and procedures. This includes:
   - the allocation of responsibilities to technical staff and monitoring their performance;
   - participation in the recruitment of technical staff, and in their subsequent training and development;
   - maintaining adequate local management records;
   - maintaining discipline and harmonious relations among technical staff; The role in relation to formal processes will generally be confined to the stages of informal resolution, verbal warning and investigations potentially leading to disciplinary hearings (in line with the relevant procedural agreements).
   - in conjunction with the Head of School and Safety Officers monitoring work facilities, work practices and the working environment in the school in accordance with the University safety regulations.

2. Responsibility for allocating and maintaining the technical resources and facilities of the school. This includes:
   - liaison with academic staff on support needs;
   - liaison with school staff, other University areas and outside bodies to ensure that the school’s fabric resources are adequate, well maintained and secure;
   - participation in the annual and forward planning needs of the school;
   - maintenance of the departmental plant register for planning and insurance purposes.
3. Implementing the Head of School’s instructions on aspects of the departmental budget. This includes:

- authorising and controlling expenditure on technical services;
- maintenance of supporting financial documentation and records;
- the preparation of local accounts, budgets and financial statements, and preparation of material for audit purposes;
- control of technical inventories and stores.

4. Similarly to 3 above, implementing the instructions of Research Account holders.

5. The direct exercise of technical skills and the provision of advice and assistance to academic staff and students.

6. Such other activities related to the management and organisation of departmental resources as are required in the particular school.

**Generalised Job Description**

**Chief Technical Officer 2**

Chief Technical Officers 2 act in one of the following capacities.

1. As Chief Technical Officer in a school or discipline where transitional arrangements are considered necessary. In both cases the Chief Technical Officer is accountable to, and operates under the direction of the Head of School for any or all of the duties laid out in the generalised job description for Chief Technical Officer 1.

2. Chief Technical Officer 2 in a large school headed by a Chief Technical Officer 1 where the scale of activity in the discipline requires the appointment of a person to supervise a discrete area of activity and to deputise for the Chief Technical Officer 1 where appropriate. The Chief Technical Officer 2 works under the direction of the Chief Technical Officer 1 and discharges such technical and supervisory duties as are necessary for the proper discharge of the function.

**Generalised Job Description**

**Senior Technical Officer**

The Expert group recommends that this expanded role would include:
• Enhanced role in the supervision, where appropriate, of technical staff on a day-to-day basis.

• Provide a support role to teaching duties such as demonstrations and general instruction.

• Assist in the design and development of practical classes.

• Assist in the development/training of demonstrators.

• Mentoring of junior staff.

• Assist in the development of student practical workbooks.

• Commitment to continuous professional development including taking on responsibilities consequent on new technologies.

• Extended role in research programmes to include new equipment training.

• Increased role in general administrative responsibilities including areas such as health and safety, budget control, purchasing etc.

• Other duties traditionally carried out.

**Generalised Job Description**

**Technical Officer**

It was agreed that this expanded role would include:

• Support teaching generally and provide “demonstrating” and/or “instruction” as necessary.

• Assist in the design and development of practical classes.

• Assist in the development/training of demonstrators, subject to experience.

• Assist in the development of student practical notebooks.

• Commitment to continuing professional development, including taking on responsibilities consequent on new technologies.

• Expanded role in research, which would involve supporting research activities, or a more inclusive role in research programmes and greater engagement in this area.
- This may involve additional training, for example with particular equipment and/or techniques.

- Increased role for general administrative responsibilities, for example health and safety requirements,

- Stores and the assistance in activities such as budget control and purchasing etc.

- Other duties traditionally carried out.

**Experimental Officer Generalised Job Description**

The primary function of an Experimental Officer is to provide continuing technical assistance for the research of academic staff. The work involved may be carried out under the direction of a single investigator, but more usually the Experimental Officer will be part of a research group, exploring defined areas of research; or be located in an academic service unit equipped with sophisticated and specialised instrumentation which requires the application and adaptation of specialised research techniques. The involvement of Experimental Officers in the routine functioning of undergraduate laboratories is usually minimal.

The nature of the work situation will be such that, within the given objectives, a requirement exists for independent action in pursuit of research without day-to-day direction. Other requirements will be the need to participate in the innovation and adaptation of research techniques and equipment and the interpretation and integration of information in the course of the work.

Some Experimental Officer functions may also involve the management or supervision of an academic service unit.

The following activities and responsibilities will normally be associated with the post of Experimental Officer:-

1. Participation in the organisation and administration of research.

2. The use, adaptation or design of specialised equipment and techniques.

3. Assistance in the training of postgraduate students, and undergraduate students where appropriate.

4. Such teaching as is considered appropriate to the departmental situation.
5. Continuing contact with developments in the particular field and related subjects, through the literature.

The normal requirements for the post are a primary degree or equivalent recognised qualifications, together with a proven ability to participate in the particular research activity required.

Redeployment
Technical staff at all grades may be redeployed along the lines of current agreements in each institution