



European Union
European Regional
Development Fund
Investing in your future



Job Description

Job Title: R & D TECHNICIAN (CREST)

Accountable to: Project Manager (Assistant Principal – Quality/Estates)

Line managed by: R & D Coordinator (CREST)

1. Job Purpose

The post holder will work within the Centre for Renewable Energy and Sustainable Technology (CREST) and with the project partnership to ensure the project achieves its outcomes.

The post will focus primarily on the following specialist areas:

Renewable Energy Technologies
Sustainable Construction
Energy Efficiency
Resource Management

2. Key Task Summary

2.1 Undertake activities and outputs as required by CREST project objectives.

3. General

- 3.1 Assist in the developing of business support programmes in association with project partners
- 3.2 Undertake research activities; collection and collation of research opportunities
- 3.3 Promote and raise the profile of CREST and the services it provides to local businesses, networks and community
- 3.4 Prepare project proposals which adequately cover the research criteria and business need
- 3.5 Assist with the planning and delivery of conferences and seminars
- 3.6 Identify potential funding for further research and training opportunities
- 3.7 Collate records of work for each research project, seminar/event and business intervention, as required by the project

- 3.8 Attend meetings/conferences where appropriate with funders and partners
- 3.9 Assist in delivery of short courses, seminars or training sessions if required based on the project requirements.
- 3.10 To assist with the identification and sourcing of complementary equipment and software for the CREST centre.
- 3.11 To design, develop and deliver projects, services and workshops for industry through the Centre for Renewable Energy & Sustainable Technologies to include:
 - a. R&D Projects
 - b. Technical mentoring
 - c. Set-up and monitoring of practical demonstrations and experimental trials
 - d. Operation and demonstration of CREST equipment
 - e. Technical seminars
 - f. Student industry projects
- 3.12 Keep up to date with your specialist subject (s)
- 3.13 Participate in staff and personal development as and when required
- 3.14 Ensure full compliance with health and safety requirements and legislation
- 3.15 Carry out appropriate duties to support the learning function & efficient operation of the centre.
- 3.16 Assist with administration and communications responsibilities as and when required.
- 3.17 Discharge duties and responsibilities under the college's Health and Safety Procedures which may include Risk and COSHH Assessments and participation in evacuation procedures as necessary.
- 3.18 Carry out quality duties relevant to your role in the organization which meet the needs of the college in relation to quality assurance or any external awarding body requirements
- 3.19 Comply with all College policies and procedures
- 3.20 Any other duties appropriate to the grade as may be assigned by the Line Manager

4. Objectives

To be agreed

These tasks are not intended to be exhaustive but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

- ◆ This job description will be subject to review on an annual basis, or
 - ◆ As a result of a change in strategic management, or
 - ◆ As a result of Section/operational requirements, or
 - ◆ As a result of agreed staff development and career review needs and objectives, or
 - ◆ Within six months of appointment
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Date of description: 10.06.13

Date issued:

Date of Review:

Signed: _____

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