



# Job Description

## Technical Administration Officer

Reference: B04-06262

**Department: Electronic & Electrical Engineering**

**Grade: 6 (£36,433 - £41,833 per annum)**

**FTE: 1**

**Location: Bloomsbury Campus (100% on-site)**

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### Reports to

Technical Services Manager for day-to-day operations, and Department Safety Officer for personal and professional services support and development

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### Context

The Department of Electronic and Electrical Engineering (EEE) at UCL was established by Professor Sir Ambrose Fleming, inventor of the thermionic valve and hence the founder of the discipline of electronics, in 1885 as the first department of electrical technology in England. That same pioneering tradition of innovation and excellence continues to underpin our work. We push in new directions across research, education and entrepreneurship, building on our long-established links with industry and benefitting from our loyal and supportive alumni community. We are committed to develop individuals and careers, across staff and students, developing and supporting our subject discipline.

This is a new role within the Department technical support team.

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### Main purpose of the job

The EEE Department requires a 1.0 FT Technical Officer to provide high quality practical and administrative support to our senior technical staff. The role will also interact with academic staff, students, visitors and contractors during daily activities. Working at the UCL Bloomsbury campus, the role holder will become closely familiar with operation of University technical teams and the support they provide to academic teaching & research activity, with a particular focus on infrastructure and safety.

They will take direction from the Technical Services Manager (TSM) and the Departmental Safety Officer (DSO) in their daily activities.

They will have a background in administrative and/or technical support in a large organisation. They will be able to balance a multifaceted workload that involves both active hands-on practical activity as well as administrative work.

The role is available from 5<sup>th</sup> January 2026.

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### Duties and responsibilities

- Support the DSO in ensuring that both Departmental and UCL Health and Safety policies and procedures are implemented and adhered to.
- Assist the DSO administratively in conducting regular safety inspections by compiling inspection reports on the University's safety management system.
- Provide general administrative support for the Departmental Safety Committee and for other technical meetings, such as; booking rooms, taking minutes, and managing email invitations and correspondence.
- Monitoring the Department's safety reporting email inbox, escalating reports to the attention of the DSO/TSM as necessary.
- Maintain the safety information pages on the Departmental website. Maintain up to date safety signage in the department.
- Administration of safety inductions to new staff & students, such as booking rooms, sending invites, and compiling completion and compliance statistics for review.

- To support and monitor the reporting of accidents, incidents and near misses in the Department. Investigate incidents, on behalf of the DSO/TSM, when instructed.
  - Maintain the Department's safety documentation, keeping them updated in line with changes in department and UCL policy and UK regulation.
  - Provide general support for safety and wellbeing events.
  - Maintain records of the department's Responsible Person's Register.
  - Act as a Senior Fire Marshall for the Department, undertaking all associated duties i.e. weekly housekeeping fire walks, reporting issues, sweeping the area in the event of a fire alarm etc.
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- Manage desk assignments for research staff and students on behalf of the TSM, liaising with both the Department IT Support team and with Administrative staff.
  - Monitoring the Departmental infrastructure fault reporting inbox and reporting issues either directly to Estates or escalating to the attention of senior technical staff.
  - Liaising with Estates and Estates Contractors for access for minor works and maintenance.
  - Initial assessment of problems with, and minor maintenance of, Departmental assets (where appropriate) and call-out and supervision of service engineers.
  - Undertake Portable Appliance Testing of electrical items in restricted access laboratories (training will be provided)
  - Effect the removal of items blocking corridors, stairs and fire exits.
  - Support the Department Officer in the order, collection, assembly and receipt of office furniture as well as assisting in organising and carrying out office moves, which may involve moving heavy items (training will be provided).
  - With the support of the Departmental Officer, monitor the condition and safety of shared research office spaces, liaising with academic supervisors and line managers where required.
  - Manage Departmental chemical ordering and stock keeping and arrange for disposal of Departmental waste, as required (training will be provided).
  - Assist the TSM in conducting regular infrastructure and security audits through weekly reviews of Departmental areas
  - Deputise for the Departmental Officer for reception and post duties when they are absent.
  - As general duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder and appropriate training will be provided. The

post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by their line manager or Head of Department.

- The post holder will actively follow UCL policies including Equal Opportunities and Race Equality policies. The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

# Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
<b>Qualifications, experience, and knowledge</b>		
Educated to A-Level standard or equivalent with a minimum of C or above in Maths and English at GCSE level, or equivalent experience.	Essential	Application
Experience of working with a varied workload and different deadlines.	Essential	Application
Experience of working as part of a team, sharing relevant information, supporting colleagues and participating fully in team meetings.	Essential	Application
Experience of working to support infrastructure/safety projects.	Desirable	Application
<b>Skills and abilities</b>		
Computer literate with skills well developed in Microsoft Word, Excel, Email and Outlook and willingness to learn new software.	Essential	Application/Interview
To be able to work independently and as part of a team with a flexible approach to changing priorities.	Essential	Application/Interview
Effective time management skills including the ability to prioritise, work to deadlines and manage workload	Essential	Application/Interview
An understanding of the confidential nature of work and the ability to deal with sensitive information in a professional manner.	Essential	Application/Interview
Experience with taking minutes/notes of meetings	Desirable	Application/Interview
<b>UCL Ways of Working for professional services</b>		
Committed to providing a responsive and helpful service	Essential	Application/Interview
Being willing to take up training in the systems and procedures that you need to do this role.	Essential	Application/Interview
Supporting all colleagues, staff, students and partners efficiently and effectively.	Essential	Application/Interview
Committed to making best practice an absolute priority	Essential	Application/Interview

## How to Apply

Interested applicants are encouraged to make Informal enquiries about the position to **Simon Barnes** [simon.barnes@ucl.ac.uk](mailto:simon.barnes@ucl.ac.uk) and/or **Roshni Harkishin** [r.harkishin@ucl.ac.uk](mailto:r.harkishin@ucl.ac.uk)

All applications should be submitted via UCL online recruitment system at the following link:

<http://www.ucl.ac.uk/hr/jobs/>

**Job Reference: B04-06262**

If you have any queries regarding the application process, please contact Rebecca Thomas at [becca.thomas@ucl.ac.uk](mailto:becca.thomas@ucl.ac.uk)

UCL Taking Action for Equality.

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## About UCL

University College London (UCL) was founded in 1826 as the third university in England, after Oxford and Cambridge. UCL is the first university in England to admit students of any race, class or religion, and the first to welcome women on equal terms with men. UCL is organized into 11 constituent faculties, within which there are over 100 departments, institutes and research centres. UCL has 983 professors and more than 7000 academic staff who are dedicated to research and teaching of the highest standards. Its student community is almost 50,000, the largest in the UK. There are 30 Nobel Prize winners and three Fields medalists amongst UCL's alumni and current and former staff. UCL is rated 2<sup>nd</sup> in the UK for research power (REF 2021) It has a strong tradition and large knowledge base in medical research with a dedicated institute on Healthcare Engineering and 10+ hospitals. UCL has world-class support for researchers and has been voted the best place for postdoctoral researchers to work for consecutive years by The Scientist magazine. The main campus of UCL is located in central London, close to British Museum, West-End and Thames River.

## About the Department of Electronic and Electrical Engineering

The Department of Electronic and Electrical Engineering (EEE) at UCL was established by Professor Sir Ambrose Fleming, inventor of the thermionic valve and hence the

founder of the discipline of electronics, in 1885 as the first department of electrical technology in England. That same pioneering tradition of innovation and excellence continues to underpin our work. We push in new directions across research, education and entrepreneurship, building on our long-established links with industry and benefitting from our loyal and supportive alumni community.

We are committed to develop individuals and careers, across staff and students, developing and supporting our subject discipline.

The Department is recognized as one of the leading departments for research in its subject area, worldwide.

Current research areas include Information and Communication Engineering; Electronic Materials and Devices (including Nanotechnology); Optical Communications & Networks; Photonics and Sensors, Systems and Circuits. The Department is also part of the world-leading London Centre for Nanotechnology. Our experimental research facilities are a particular strength and we are well placed to support experimental research in the areas of:

- Electrons in Materials and Quantum Devices
- Experimental wireless systems, sensing and signal processing
- High-speed, ultra-wideband, optical communications systems & networks
- Molecular beam epitaxy of silicon and compound semiconductors

The Department has an extensive teaching programme, both at undergraduate (BEng and MEng) and Masters levels and a strong commitment to research led teaching.

**Further information regarding UCL may be found at:**

[www.ucl.ac.uk/](http://www.ucl.ac.uk/)

**Information about the departments may be found at:**

[www.ucl.ac.uk/eee](http://www.ucl.ac.uk/eee)