

Job Description

Position	Senior Technician (Clinical Skills and Anatomy)	Position No: 15151
Directorate/College/Department	College of Health, Medicine and Life Sciences (CHMLS) CHMLS – Central Office	
Grade & Generic Role	G6	
Contract type	Full-time, permanent	
Accountable to	Principal Technical Manager (Brunel Medical School)	
Internal stakeholders	Staff and students within Brunel Medical School (particularly Lead for Clinical Practice / Skills, Head of Anatomy). University Health, Safety & Environment Team; University Estates Dept; the wider College Services Team; Brunel's Information Services; Timetabling; Finance and Procurement teams.	
External stakeholders	Suppliers of goods and services; learned societies (e.g. Institute of Science and Technology, ASPIH); visitors; regulatory bodies (e.g. General Medical Council, Human Tissue Authority); other Higher Education Institutions.	
Date reviewed	June 2024	

Principal accountabilities of the position:

- To provide a comprehensive technical support service across Brunel Medical School's (BMS) practical learning facilities including the Clinical skills rooms, Objective Structured Clinical Examination (OSCE) rooms, Simulated wards, Anatomy Suite and wider facilities within the school.
- Work with other members of the technical team to facilitate the safe, smooth, and efficient running of the Medical School's infrastructure and technical operations; ensure all our activities are compliant; and provide students, staff and visitors with an excellent experience.
- Assist the Principal Technical Manager in running the school's technical service.
- Responsible for maintaining accurate records / documentation in line with national legislation and university policies (e.g. the Human Tissue Act (HTA) 2004). The post holder will adhere to and develop standard operating procedures (SOPs) as required for all technical BMS activity.
- Work closely with the rest of the College's Services team to ensure a consistent service throughout the College. Support College projects / initiatives and play a part in ensuring the College's BMS-related estate and facilities are maintained and managed to a high standard.

Key expectations of the position:

- Prepares and sets up practical teaching classes. This will include:
 - (i) setting up clinical skills equipment including part task trainers / simulators and clearing away practical sessions / exams on the day.
 - (ii) put out anatomical specimens for teaching activities.
 - (iii) anticipating demand for consumables and equipment
 - (iv) being available to assist and support academic staff.

- Sets and monitors technical standards for self and where appropriate, a small team in area of specialty, ensuring personal familiarity with the relevant equipment and software is maintained.
- Proactively contributes to the development of new or improved methods / techniques / equipment / systems.
- Develops, adapts and refines work practices in area of specialty, writing appropriate guidance documents / SOPs.
- Advises students and staff in the preparation and use of equipment; advises on safe systems and techniques at a specialist level and leads on demonstration / student facilitation ensuring courteous service delivery.
- Carries out a range of repairs, maintenance and servicing, diagnosing faults and problems.
- Adheres to and advises others on H&S policy and practice with very good knowledge of regulations such as Control of Substances Hazardous to Health (COSHH) and Risk Assessment. Takes responsibility for ensuring room and project level Risk Assessments are complete and up to date.
- Carries out complex analyses, interpreting / presenting results, producing detailed reports and recommending conclusions.
- Ensures record keeping systems, maintenance schedules and equipment inventories are appropriate, up to date and complete.
- May lead a small team and / or be responsible for service delivery, making decisions in regard to areas of responsibility, allocating work to colleagues and providing instruction, guidance and training as required.
- Undertake compliance roles such as Fire Marshall, First Aider etc. as required.
- Engages with University IT systems and processes to facilitate the work of the role.
- Liaises with the wider University and or external consultants / suppliers, builds professional networks and can influence decision making.
- Advises on pricing and all aspects of purchasing and procurement; consulting with staff as required to determine requirements for stock, stores and equipment.
- Participates on Open Days and other key events for the College / department.

Brunel Values:

Open

We are welcoming and believe in the power of diversity. We are transparent in our decisions and deliver on what we say.

Courageous

We seek and take on ambitious challenges. We are brave and committed to thinking differently. Nothing stops us from going after our goals.

Inventive

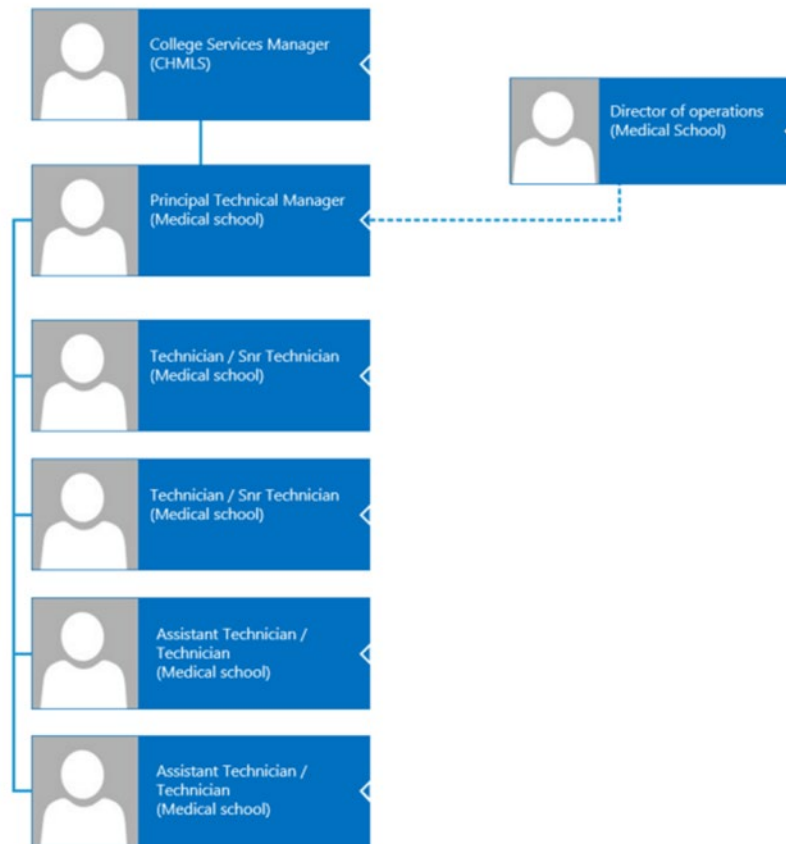
We are purposeful in an ever-changing world. Collaborating and innovating to reach our full potential and to change lives - and the world - for the better. We celebrate breakthroughs and strive for the best

University Employment Policy:

1. Undertake any other reasonable duties as required and commensurate with the grade of post.
2. Adhere to and comply with the provisions of the Data Protection Act and the Health and Safety at Work Act in accordance with University policies.
3. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
4. Adhere, comply and work in accordance with University and Departmental policies, procedures and codes of conduct.
5. Promote the University's Environmental Policy and demonstrate commitment to it through actions and decision making.
6. Actively participate in on-going professional development activities as requested.

Organisational Chart

The organisational chart comprises of the role, the manager of the role and any direct reports to the role.



Person Specification

Disabled applicants meeting the Essential criteria will be guaranteed an interview as part of the University's commitment to the Disability Confident Scheme.



Attributes	Criteria	Essential /Desirable	How measured
Education, qualifications & training	Degree or other relevant qualification in health / medical / physiological sciences. Candidates without a degree (or relevant degree) should be able to demonstrate significant applicable experience.	E	Application form
	Registered with the Science Council at RSciTECH level or above (or ability to achieve with 18 months)	E	Application form
	First Aider or willing to undertake training	E	Application form Interview
Experience	Good prior work experience of a technical nature	E	Application form Interview
	Supervisory / line-management experience	D	Application form Interview
	Understanding of a range of relevant specialist equipment (e.g. medical, scientific, AV)	E	Application form, Interview
	Good general and specialist ICT skills	D	Application form, Interview
	Familiarity with general and specialist software	E	Application form, Interview
	Good previous experience of applying and working to H&S regulations and procedures	E	Application form
Knowledge, skills and abilities	Excellent standard of written and spoken English	E	Application form, interview
	Well-developed knowledge of H&S policies, including risk assessment and COSHH	E	Application form, interview
	Depth and breadth of knowledge in a relevant specialist area	E	Application form
	Able to effectively lead and motivate a team	D	Application form, interview
	Able to demonstrate initiative to effectively resolve problems.	E	Application form, interview
	Demonstrate a proactive approach in supporting a relevant function.	E	Application form, interview
	Ability to work with minimal supervision	E	Application form, interview

	Ability to build productive working relationships with stakeholders (such as staff and students)	E	Application form, interview
	Ability to effectively delegate tasks and make decisions	E	Application form, interview
	Ability to work with a variety of technical specialists	D	Application form, interview
	Ability to instruct and deliver information or briefing to the appropriate audience	D	Interview
Additional Attributes Required (not included above)	Willing to work outside normal working hours on limited occasions.	E	Interview
	Able to work effectively within a team.	E	Application form
	Able to plan and prioritise multiple tasks, meet deadlines and make decisions	E	Application form, interview
	Experience with handling HTA licensed material, particularly anatomical specimens	D	Application form, interview
	Experience with manual handling	E	Application form

Job Hazard Assessment

Any identified hazards have undergone appropriate Risk Assessments.

Please tick all relevant workplace hazards identified with this post.				
Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitisers, Biological Agents Class 2 and above and GMOs.				
Display screen <input checked="" type="checkbox"/> equipment	Manual handling <input checked="" type="checkbox"/>	Prolonged standing e.g. 1 hour plus <input checked="" type="checkbox"/>	Prolonged sitting e.g. 1 hour plus <input checked="" type="checkbox"/>	
Biological agents: Class 2 and above and GMO Class 1 <input type="checkbox"/>	Human blood, tissue or fluids <input checked="" type="checkbox"/>	Respiratory sensitisers or laboratory allergens e.g. animals <input type="checkbox"/>	Skin Irritants/Chemicals <input checked="" type="checkbox"/>	
Work in confined Places <input type="checkbox"/>	Ionising radiation <input type="checkbox"/>	Noise (more than 80 dba-8 hrs. law) <input type="checkbox"/>	Lone working <input type="checkbox"/>	
Use of dangerous machinery <input type="checkbox"/>	Electrical hazards <input checked="" type="checkbox"/>	Shift work/night work <input type="checkbox"/>	Work outdoors <input type="checkbox"/>	
Neck & arm vibrating equipment <input type="checkbox"/>	Fork lift truck driving <input type="checkbox"/>	Work at heights <input type="checkbox"/>	Lasers <input type="checkbox"/>	
Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office:				
Physical demands of the job	Lifting <input checked="" type="checkbox"/>	Carrying <input checked="" type="checkbox"/>	Bending <input checked="" type="checkbox"/>	Pushing <input checked="" type="checkbox"/>
If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency: Frequency – Daily, handling and transporting equipment, clinical simulators/trainers and anatomical specimens Heights – most often waist height (or below). Some small lighter items to be moved from higher shelves Weights – within safe limits for an individual, heavier or more awkward items (e.g. larger specimens / simulators / trainers) will be lifted by more than one person and / or using a lift and moving equipment Manual handling training will be provided and all manual handling will be conducted in accordance with this training.				
Travel/Off-site working:	% of time	UK <input type="checkbox"/>	Overseas <input type="checkbox"/>	
Driving for work:	None <input checked="" type="checkbox"/>	Occasionally <input type="checkbox"/>	Weekly <input type="checkbox"/>	Daily <input type="checkbox"/>
Management responsibility:	Supervisor <input checked="" type="checkbox"/>		Non-supervisory <input type="checkbox"/>	

Hours of work:	Full time <input checked="" type="checkbox"/>	Part time <input type="checkbox"/> hours
Non-standard contractual hours? (evenings / weekends) Frequency, number of hours, type of work outside standard hours:		Night work
Other – including occasional or possible work hazards (please specify nature and frequency):		