

Job Description

Position	Technician / Senior Technician (Health Sciences)	Position No.	10629
Directorate / College / Department	College of Health, Medicine and Life Sciences (CHMLS) – Central Office – Services Team		
Grade & Generic Role	G5 - Technician or G6 - Senior Technician		
Contract type	Full-time, Permanent		
Accountable to	Technical Manager (Health Sciences)		
Internal stakeholders	Staff and students within Dept. of Health Sciences; Health, Safety & Environment Team; Estates Dept; the wider College Services Team; Information Services; Timetabling; Finance and Procurement teams.		
External stakeholders	Suppliers of goods and services; learned societies (e.g. HEaTED, Institute of Science and Technology); visitors; other Higher Education Institutions.		
Date reviewed	April 2024		

Principle accountabilities of the position:

To provide a comprehensive support service in the Department of Health Sciences' practical learning and research facilities. This involves working with other members of the Department's technical team, and the wider College Services Team, to facilitate the safe, smooth, and efficient running of the department's facilities, ensuring all our activities are compliant, and students, staff and visitors receive an excellent experience.

The post holder will be required to support all technical operations across the department including activities within the clinical and community skills rooms, simulated wards, research laboratories and, on occasion, the wider facilities / activities within the College.

Key expectations of an G5 Technician:

- Preparing and setting-up practical teaching classes. This will include (i) anticipating demand for consumables and equipment; (ii) preparing task trainers / simulators, physiological equipment, clinical exams in advance; (iii) setting up and clearing away the practical sessions on the day and (iv) being available to assist and support academic staff.
- Supporting the management of our research spaces (including research equipment).
- Researches, tests and recommends new equipment purchases, which may include development and construction of new equipment and techniques.
- Assists and advises students and staff in preparation and use of equipment and advises on safe systems and techniques at a specialist level.
- Supports learning and education through development and demonstration of equipment / techniques and student facilitation at a specialist level.

- Carrying out, or organising, a range of repairs and regular maintenance and servicing of equipment.
- Adheres to and advises others on H&S policy and practice with good knowledge of regulations such as COSHH, Risk Assessment and hazardous waste streams.
- Provides guidance to colleagues through on-the-job training / mentoring.
- Prepares and carries out a range of tests / experiments / diagnostics.
- Analyses and interprets data and presents findings.
- Extracts information from databases, identifying trends.
- Investigates and devises solutions to facilitate the service, support teaching etc.
- Writes short reports and detailed instruction documents.
- Manages day to day operational issues, making decisions on everyday matters, within area of responsibility / expertise.
- Plans and prioritises work schedule and agrees specification / timeline for work to be done.
- Undertake compliance roles such as Fire Marshall, First Aider etc. as required.
- Coordinates work across team and liaises with and supports other departments and the wider services team as required.
- Be proactive in ensuring students and staff receive a positive experience and courteous service.
- Determine requirements for stock and stores, procuring and preparing costings / participates in tender development as required.
- Undertake any other reasonable duties as required and commensurate with the grade of post.

Additional expectations required of an G6 Senior Technician

- Take a leading role in the day-to-day technical operations and coordination of resources and facilities within the Dept. Health Sciences (i.e., all of the above).
- Sets and monitors technical standards for self and where appropriate, other technical colleagues in area of specialty, making decisions as required. May supervise a small team, allocating work to colleagues and providing instruction, guidance and training as required.
- Develops, adapts and refines work practices in area of specialty, including writing and updating appropriate guidance documents (e.g., Standard Operating Procedures).
- Advises on pricing and all aspects of purchasing and procurement; consulting with staff as required.
- Liaises with the wider University and or external consultants / suppliers, builds professional networks and can influence decision making.

Effective Behaviours

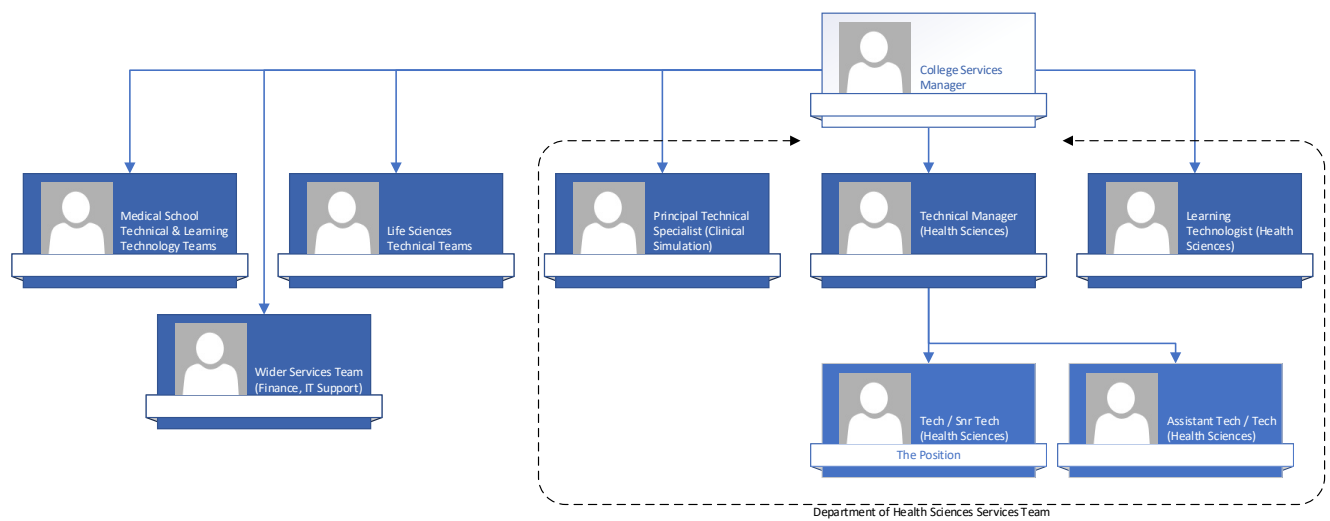
- Open & honest
- Supporting and encouraging of team colleagues
- Fair & inclusive
- Attention to detail
- Determined
- Timeliness
- Meeting Deadlines
- Focussed on excellence
- Adapt a flexible approach to the demands of a busy College / Department in order to accommodate changes in priorities when required.

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 the role, the manager of the role and any direct reports to the role.



Person Specification



Disabled applicants meeting the Essential criterion 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 12 months)	E	Application form
	First Aider and Fire Marshal, or willing and able to undertake training	E	Application form Interview
	Food hygiene qualification (at least level 2)	D	Application form Interview
Experience	Good prior work experience of a relevant technical nature	E	Application form Interview
	Understanding of a range of relevant specialist equipment (e.g. clinical, AV)	E	Application form Interview
	Familiarity with relevant general and specialist software	D	Application form, Interview
	Supervisory experience (G6)	E	Application form, Interview
	A good understanding of H&S regulations and procedures	E	Application form, Interview
Knowledge, skills and abilities	Good standard of written and spoken English	E	Application form, interview
	Well-developed knowledge of Health & Safety policies, including risk assessment and COSHH	D	Application form, interview
	Depth and breadth of knowledge in a relevant specialist area (G6)	E	Application form, interview
	Ability to work effectively within a team.	E	Application form, interview
	Ability to demonstrate initiative to effectively resolve problems.	E	Application form, Interview
	Demonstrate a proactive approach in supporting practical teaching.	E	Application form, interview
	Ability to work with minimal supervision	E	
		E	

	<p>Demonstrate attention to detail in the completion of tasks as specified</p> <p>Ability to build productive working relationships with stakeholders (such as staff and students)</p> <p>Ability to plan and prioritise multiple tasks, meet deadlines and make decisions</p> <p>Ability to instruct and deliver information or briefing to the appropriate audience (G6)</p>	<p>E</p> <p>D</p> <p>E</p> <p>D</p>	<p>Application form, interview</p> <p>Application form, interview</p> <p>Application form, interview</p> <p>Application form, interview</p> <p>Application form, interview</p>
Additional Attributes Required (not included above)	<p>Willing to work outside normal working hours on limited occasions</p> <p>Experience with manual handling</p> <p>Ability to take a leading role in the day-to-day technical operations and coordination of resources and facilities (G6)</p> <p>Food handling experience and qualifications</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>Application form, interview</p> <p>Application form</p> <p>Application form, interview</p> <p>Application Form</p>

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 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. taw) <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: - Food handling				
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: <p>Frequency – Daily handling and transporting equipment, consumables and clinical simulators / part trainers</p> <p>Heights – most often waist (or below) height. Some small lighter items to be moved from shelves above head height</p> <p>Weights – within safe limits for an individual, heavier or more awkward items (e.g. larger simulators / trainers) will be lifted / transported by more than one person and / or using lifting and moving equipment</p> <p>Manual handling training will be provided</p>				
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 type="checkbox"/>		Non-supervisory <input checked="" type="checkbox"/>	
Hours of work:	Full time <input checked="" type="checkbox"/>		Part time <input type="checkbox"/> hours	
Non-standard contractual hours?				
Other – including occasional or possible work hazards (please specify nature and frequency):				