

Job Description

Position: Technician/Demonstrator
School/Service: Faculty of Health and Wellbeing
Reference: HWB-010/P & HWB-011/P
Grade: Grade 5
Status: Permanent
Hours: Full-Time 36.25 hours per week
Responsible to: Head of School / Lead

Main Function of the Post:

1. To provide a consistently high level of service to all customers of the University, (i.e. staff, students, visitors, partnership organisations etc.).
2. Demonstration of relevant clinical skills (this may be nursing, allied health, support roles) and an ability to support health care teams within the clinical simulation suites delivering teaching and student learning in all healthcare programmes.
3. To work in support of all academic activities across the Faculty including: recruitment, admissions, teaching, exams and assessments, research, projects and commercial activities etc.

Principal Duties and Responsibilities:

1. To provide technical support services which meet the needs of staff and students, facilitating the optimum use of the University and Faculty resources.
2. To liaise with staff requiring use of facilities and setting up of materials and equipment for teaching, practical sessions, and research activities across the learning environment.
3. Demonstrating the use of a wide range of equipment and technical procedures to staff, students, and external clients.
4. To assist with the scheduling and booking of a wide range of simulation activities and equipment.
5. Preparation of specialist clinical simulation suites to support teaching on healthcare programmes and ensuring these specialist spaces are always in a clean, tidy and serviceable order at the beginning and end of each day, as well as after each session.
6. Assist with the development and production of learning resources for teaching as required
7. Maintain an inventory of all equipment, including the maintenance records such as logging and reporting of faults, providing first line maintenance, or arranging repairs as required. Organising the regular/scheduled servicing of equipment as appropriate (e.g. annual).

8. Carry out regular stock checks and process orders for the requisition of consumables and materials as required throughout the academic year, completing the relevant purchase orders. Assist with the commissioning of new equipment.
9. Contribute to and maintain accurate and secure records and ensure compliance with regulatory requirements. Ensuring that records and documents are kept up to date for use by staff, students, and commercial partners.
10. Monitor and manage assigned relevant learning and practise environments ensuring compliance with mandatory corporate and statutory requirements (i.e. Health and Safety) including use of appropriate personal protective equipment.
11. Ensure appropriate access and security issues are addressed, including permitting access only to those students/clients who are recorded as having completed an induction and ensuring that they comply with safe working practices at all times.
12. Conducting risk assessments and safety audits in accordance with the Health and Safety policies when required.
13. Maintain personal and professional development and participate in appropriate staff development activities as required.
14. Ensure and maintain integrity and confidentiality of data and associated data protection and patent practices in line with statutory and corporate requirements.
15. Ensure a safe working environment and abide by the University's health and safety policies and practices, and to observe the University's Equal Opportunities Policy and Dignity at Work Policy at all times.
16. Deliver Health and Safety Inductions to students in the areas for which the Technical Services Officer is responsible; making staff and students aware of the professional code of conduct required when working in the area.
17. Demonstrate and communicate safe working practices as identified through the various risk assessments, the function of the equipment and processes and the proper use of materials.
18. Explain hazards associated with equipment, processes and substances and demonstrate precautions against them including checks to be carried out prior to using equipment.
19. If a "named" driver, to drive the University vehicle or hire vehicle for the purposes of delivery and collection of university equipment, machinery, exhibition materials etc. and other necessary transport related to the work including field trips.
20. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

Note: This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note this role may be subject to Disclosure and Barring service.

Person Specification

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| Position: Technician/Demonstrator (Biosciences) | | Reference HWB-019/P | |
| School/Service: Faculty of Health and Wellbeing | | Priority (1/2) | Method of Assessment |
| Criteria | | | |
| 1 | Qualifications | | |
| 1 a) | Health care qualification relevant to the discipline / significant experience working in health care environment. | 1 | Documentation |
| 1 b) | GCSE in English and Mathematics – minimum grade C, or equivalent standard of education. | 1 | Documentation |
| 1 c) | First aid qualification or willingness to undertake. | 2 | Documentation |
| 2 | Skills / Knowledge | | |
| 2 a) | Credible knowledge and competency in the use of Information Technology. | 1 | Application / Interview |
| 2 b) | Ability to take ownership of tasks and see them through to timely completion. | 1 | Application / Interview |
| 2 c) | Knowledge and understanding of the general principles of laboratory and clinical environments. | 2 | Application / Interview |
| 2 d) | Good communication skills written and verbal. | 1 | Application / Interview |
| 2 e) | Able to work as part of a team in relating to client and stakeholder needs and in collaboration between the University and stakeholders. | 1 | Application / Interview |
| 2 f) | Knowledge and understanding of general health and safety and COSHH requirements. | 1 | Application / Interview |
| 2 g) | Able to develop efficient and organised services in a fast-paced environment. | 1 | Application / Interview |
| 2 h) | Understanding and sensitivity of the needs of laboratory environment. | 2 | Application / Interview |
| 3 | Experience | | |
| 3 a) | Experience of providing technical assistance in the specialist area | 1 | Application / Interview |
| 3 b) | Relevant experience of demonstrating/instructing others (individually and in small groups) in the use of equipment and/or practical techniques/processes | 2 | Application / Interview |
| 3 c) | Proven track record of working effectively in a team | 1 | Application / Interview |
| 3 d) | Proven track record of working effectively on own, using initiative and prioritising own workload to meet set objectives | 1 | Application / Interview |
| 3 e) | Experience of undertaking risk assessments/COSHH/Manual Handling assessments | 1 | Application / Interview |

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| 4 | Personal Qualities | | |
| 4 a) | Awareness of the requirements associated with operating within a customer service environment. | 1 | Interview |
| 4 b) | Commitment to continuous improvement and creative ways of working. | 1 | Interview |
| 4 c) | Proactive, innovative, and adaptable to meet the challenges of the role. | 1 | Interview |
| 4 f) | Able to handle confidential information with discretion and integrity. | 1 | Interview |
| 4 g) | Able and willing to adapt to changing demands, procedures and routines | 1 | Interview |
| 5 | Other | | |
| 5 a) | Able to undertake staff development, which may take place outside the University. | 1 | Interview |
| 5 b) | Adherence to the University's commitment to equal opportunities in a diverse culture. | 1 | Interview |
| 5 c) | Available to work flexibly and remotely including evenings and weekend and across the normal academic year as required. | 1 | Interview |
| 5 d) | Awareness of the principles of the Data Protection Act, Health and Safety, Prevent, Freedom of Information Act, UKVI and Bribery Act. | 1 | Interview |
| 5 e) | Able to cope with the physical demands of manual work. | 1 | Interview / Medical |
| 5 f) | Able to travel as appropriate and work as required at different University sites. | 1 | Interview |

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required