

# Job Description

**Job title** Technician

**Faculty/Directorate** Faculty of Health and Life Sciences

**Grade:** D

**Role profile:** SSD3

**Full time – on campus**

**Maternity Cover**

	Duties of the role
<b>Overall purpose of the role</b>	To provide a technical support service primarily to students and staff within the Faculty of Health & Life Sciences. This includes providing training, practical assistance and advice in the use of specialist equipment, techniques and facilities in designated laboratories, clinical simulation suites and specialist teaching spaces, under the direction of the Senior Technician and Team Leader. The post holder will support other practice areas within the faculty when required.
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• To work as part of a team to ensure the smooth running of the laboratories, clinical spaces and/or specialist teaching facilities for undergraduate and post graduate teaching, and to provide assistance as appropriate in associated research and practice areas.</li> <li>• Assist in practical classes when required, maintain contact with academic staff for organising practical classes in various laboratories, assist academic staff in the development of projects and new experiments as required. Trouble shoot aspects that have caused concern.</li> <li>• To undertake tasks assigned by the Senior Technician and Team Leader, ensuring timelines are met and quality is maintained; including quality control of prepared chemicals for experimental procedures, and preparing materials to a high level of accuracy.</li> <li>• To demonstrate various instruments, apparatus and techniques to staff and students; including specialist software, patient simulators and audio-visual recording systems.</li> <li>• Participate in the regular maintenance of equipment to ensure that all equipment is maintained to comply with Health and Safety regulations.</li> <li>• Ensure each piece of equipment displays user-friendly guidelines by providing standard operating procedures (SOP), creating these where necessary.</li> <li>• Assist in updating and developing Risk Assessments and COSHH in line with university policy, as directed by Senior Technician and/or Team Leader and assist in the compilation of information for monitoring pad returns.</li> <li>• Adhere to and provide advice to staff and students on safe working procedures, ensuring safe and correct usage in line with standard operational procedures.</li> <li>• Monitor and ensure safe distribution and use of hazardous materials, including advising staff and students on the safe storage and disposal of waste and chemicals, and assisting in stock control duties and maintenance of relevant databases.</li> <li>• To ensure laboratories, clinical spaces and equipment are maintained in a clean and tidy condition; including disposing of and replenishing consumable items including stock control of the consumables. Complete ordering and finance administration, under the direction of the Senior Technician.</li> <li>• To assist in the maintenance of the faculty asset register and identifying</li> </ul>

equipment for a replacement program.

- To assist in the provision of Goods Inwards service when required.
- Have a commitment to continuing professional development and to be proactive in developing as wide a range of skills as possible in order to meet the developing needs of the faculty.
- Commitment to good laboratory and clinical standards, ensuring consistency across faculty spaces.
- To support late finishing classes and exams (OSCEs) when necessary.
- Support open day and outreach events.
- Undertake First Aid training to in order to contribute to the faculty's required First Aid and evacuation provision.
- Perform any other duties commensurate with the job grade as reasonably required from time to time.
- The post holder is required to minimize environmental impact in the performance of the role, seek to promote environmental sustainability within area of responsibility and actively contribute to the delivery of the DMU Environmental Policy.
- Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

# Person Specification

**Job Title: Technician**

**Faculty of Health and Life Sciences**

**Grade: D**

**Role profile: SSD3**

**Full time (37 hours per week – on campus)**

**Permanent**

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
<b>Education/Qualifications</b>	Degree in a relevant science subject.		Desirable	✓	✓		✓
	HND or equivalent technical qualification, or to be able to demonstrate practice-based experience in a similar field	Essential		✓	✓		
<b>Technical</b>	Ability to work as part of a team to service the day-to-day requirements of teaching laboratory / clinical areas	Essential		✓	✓		
	Experience in a range of techniques & skills relevant to a technical role.	Essential		✓	✓		
	Previous experience of team working within a teaching laboratory or clinical space, including the maintenance of a safe and clean working environment	Essential		✓	✓		
	Experience of working in FE / HE or NHS environment		Desirable	✓	✓		
	Previous experience of developing protocols for safe working procedures.		Desirable	✓	✓		
	High standard of accuracy and attention to detail.	Essential		✓	✓		
	IT skills and knowledge applicable to a technical environment with ability to support audio/visual software.	Essential		✓	✓		
	Experience of using simulation technology eg. manikins	Essential		✓	✓		
<b>Learning Support</b>	Ability to effectively manage own time in order to deliver a high standard of technical service.	Essential		✓	✓		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Effective communicator with people in various roles using a variety of methods.	Essential		✓	✓		
	Ability to convey technical information through a variety of methods.	Essential		✓	✓		
	Ability to operate and support others in the use of simulation management software eg. Learning Space		Desirable	✓	✓		
<b>Health and Safety</b>	Willingness to undertake First Aid and or other training in order to contribute to the Faculty's First Aid and evacuation provision.	Essential		✓	✓		
	Good working knowledge of Health and Safety regulations pertaining to teaching environments and COSHH.	Essential		✓	✓		
	Working knowledge of moving & handling with the workplace, with capability to support teaching students.		Desirable	✓	✓		

\*A = Application Form; I = Interview; T = Test; D = Documentary Evidence