

## **Senior Technician - Veterinary Sciences – Learning and Information Services – Grade F**

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### **Job Description**

#### **Purpose**

To lead in the provision of technical support for students and staff in clinical skills facilities.

#### **Duties**

1. To be the technical lead and primary contact for the coordination and running of one or more laboratory, anatomy, and clinical skills facilities, ensuring effective and efficient use of resources in designated areas.
2. To coordinate the preparation, setting out, clearing, and cleaning of equipment and laboratory, anatomy, and clinical skills resources for use by students and staff.
3. To provide help, support, guidance and advice, for example through demonstrations or inductions to staff and/or students in a group or individually, on the use of equipment and the skills, techniques and procedures associated with the practical use of laboratory resources.
4. To supervise individual or groups of students in laboratory and practical sessions as required.
5. To be responsible for fault reporting, maintenance and development of equipment and facilities, including daily checks, ensuring they are maintained in a safe, clean, secure, and tidy condition.
6. To supervise technical staff as required by the Technical Manager.
7. To liaise with academic and service staff to monitor and develop the service in line with academic requirements and University objectives.
8. To coordinate and undertake installations, maintenance, and re/configuration of equipment and/or relevant software, including the introduction of new technologies, procedures, and practices.
9. To coordinate stock checks and inventory management activities in line with University procedures including administrative tasks relating to the procurement and disposal of inventory assets.
10. To generate reports for internal committees, annual reviews and any relevant inspections from external bodies or agencies.
11. To ensure appropriate records and logs are kept, by implementing Health, Safety and waste disposal procedures according to University guidelines. To advise the relevant line manager or named responsible individual of any risks to or breaches of these procedures.

12. To assist with and carry out Health and Safety risk assessments for laboratory facilities as required
13. To assist staff and students undertaking research, exhibitions and Knowledge Transfer/income generating activities.
14. To work on, and provide leadership to, specific technical projects as the business requires.
15. To demonstrate and provide a consistently high level of customer service to staff and students.
16. To demonstrate flexibility and commitment to the University and LIS mission statements, policies and development plans.
17. Staff may be required, from time to time and on an ad hoc basis, to work additional hours and/or hours outside of their normal working pattern to meet the needs of the business.
18. To carry out other such duties as may reasonably be associated with the grade and a role of this nature

#### Person Specification

#### **Knowledge, Skills, and Behaviours (Essential)**

- Experience of preparing, supporting, and clearing away clinical skills environments. (Application/Interview).
- Experience in a customer facing technical support role, with excellent customer service and communication skills both written and verbal (Application/Interview).
- Experience of managing and training staff (Application/Interview).
- Experience of instruction to all levels and demonstration of technical veterinary equipment (Application/Interview).
- Experience of carrying out risk assessments and other relevant Health & Safety processes and policies (Application/Interview).
- Educated to Degree level in Veterinary Science or equivalent experiential learning in Veterinary Science (Application).
- Competence in the use and support of equipment and instrumentation associated with Veterinary Science (Application/Interview).
- Demonstrable IT literacy and knowledge/experience of relevant PC systems software and support (Application/Interview).
- Proven ability to plan, prioritise and organise own workload and that of others with conflicting demands and tight deadlines (Application/Interview).

- Ability to liaise with and co-ordinate the activities of customers and colleagues (Application/Interview).
- Ability to provide manual handling to varying weights and sizes (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

#### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience of working in a Further or Higher Education environment (Application/Interview).
- Professional registration with a recognised Veterinary related organisation (Application).
- Relevant Health & Safety qualifications (Application).