

Senior Laboratory Technician – Clinical Skills – Learning and Information Services – Grade F

Job Description

Purpose

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

Duties

1. To be the technical lead and primary contact for the coordination and running of one or more laboratory facilities, primarily clinical skills and anatomy 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 resources for use by students and staff in a clinical skills area.
3. To prepare facilities, assist and support events such as open days and professional body/agent visits.
4. 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 clinical areas.
5. To supervise individual or groups of students in laboratory and practical sessions as required.
6. The post holder will be responsible for setting up and taking down of assessment and selection events within the clinical skills area.
7. 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.
8. To supervise technical staff as required by the Technical Manager.
9. To liaise with academic and service staff to monitor and develop the service in line with academic requirements and University objectives.
10. To coordinate and undertake installations, maintenance and re/configuration of equipment and/or relevant software, including the introduction of new technologies, procedures and practices.
11. 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.

12. To generate reports for internal committees, annual reviews and any relevant inspections from external bodies or agencies.
13. 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.
14. To assist with and carry out Health and Safety risk assessments for laboratories/clinical skills facilities as required
15. To assist staff and students undertaking research, exhibitions and Knowledge Transfer/income generating activities.
16. To work on, and provide leadership to, specific technical projects as the business requires.
17. To demonstrate and provide a consistently high level of customer service to staff and students.
18. To demonstrate flexibility and commitment to the University and LIS mission statements, policies and development plans.
19. 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.
20. From time to time and on an ad hoc basis, visits may be required to our other UK campuses.
21. 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)

- Recent hands-on experience in preparing, supporting, and clearing clinical skills environments, complemented by a solid background in customer-facing technical support roles (Application/Interview).
- Experience of supervising and training staff (Application/Interview).
- Proven expertise in conducting risk assessments and implementing Health & Safety processes and policies. Comprehensive understanding of workplace Health & Safety procedures, with a consistent commitment to always maintaining safe working practices (Application/Interview).

- Educated to undergraduate degree in Science subject or equivalent experiential learning in a related discipline (Application).
- Experienced in instructing users at various levels and demonstrating technical laboratory equipment, with proven competence in operating and supporting equipment and instrumentation within a clinical skills environment (Application/Interview).
- Excellent customer service and communication skills both written and verbal (Application/Interview).
- Ability to work with initiative and independently, to set priorities and to work co-operatively within a diverse team (Application/Interview).
- Demonstrable IT literacy and knowledge/experience of relevant PC systems software and support (Application/Interview).
- Demonstrated ability to plan, prioritize, and organize both personal and team workloads effectively, even when faced with conflicting demands and tight deadlines, alongside the capacity to liaise with and coordinate activities of customers and colleagues (Application/Interview).
- Ability to provide manual handling to varying weights and sizes (Application/Interview).
- Awareness and understanding of confidentiality (Application/Interview).
- Strong attention to detail and commitment to maintaining high-quality work for both self and team, coupled with the ability to collaborate and contribute effectively as a team member (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving together, Being proud, Supporting all, Creating Opportunity 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).
- Familiarity with meeting quality requirements for learning and teaching within HE and professional body standards (Application/Interview).
- Professional registration with a recognised Science-related organisation and or relevant Health & Safety qualifications (Application).
- Ability to adapt to changing work environment and new technologies (Application/Interview)