

## **Veterinary Science Technician - Learning and Information Services - Grade E**

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Job Description

### **Purpose**

To provide technical support for students and staff in Veterinary laboratory, anatomy and clinical skills facilities.

### **Duties**

Main Duties and Responsibilities:

1. To be a technical contact for the coordination and running of one of more laboratory, anatomy, and clinical skills facilities, ensuring effective and efficient use of resources in designated areas.
2. To assist in 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 occasionally 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 occasionally supervise technical staff as required by the Senior Technician.
7. To liaise with academic and service staff to monitor and develop the service in line with academic requirements and University objectives.
8. To help 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 help 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 help 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 support 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)**

- Recent experience of preparing, supporting, and clearing away in veterinary science environments. (Application/Interview)
- Experience in a customer facing technical support role. (Application/Interview)
- Proven recent experience of supervising and training staff. (Application/Interview)
- Experience of instruction to different levels of user 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)
- Excellent customer service and communication skills both written and verbal (Application/Interview)
- Ability to work both independently and to work within a team (Application/Interview)
- Understanding of Health & Safety procedures with respect to the work environment and ability to work safely at all times. (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 provide manual handling to varying weights and sizes (Interview)
- Awareness and understanding of confidentiality (Interview)

- Attention to detail and concern for quality of work of team and self. (Application/Interview)
- Commitment to personal and professional development (Interview)
- Demonstrate a flexible approach to work and working hours (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)
- Professional registration with a recognised Veterinary related organisation. (Application)
- Relevant Health & Safety qualifications. (Application)
- Ability to adapt to changing work environment and new technologies (Application/Interview)