

Clinical Skills Technician - Learning and Information Service - Grade E

Job Description

Purpose

To support the Senior Technician in the provision of technical support for students and staff in clinical/laboratory facilities.

Duties

1. To provide technical support for a range of laboratory/clinical facilities, ensuring effective and efficient use of resources in designated areas.
2. To prepare, set out, clear away, and clean equipment and laboratory resources and apparatus as appropriate.
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/clinical facilities and equipment.
4. To support the senior technician in liaison with academic and service staff to monitor and develop the service in line with academic requirements and University objectives.
5. To assist with maintenance and development of equipment and facilities, including carrying out routine checks and ensuring laboratories/clinical areas are maintained in a safe, clean, secure, and tidy condition, reporting any faults or issues to the relevant service.
6. To undertake installations, maintenance, and re/configuration of equipment and/or relevant software.
7. To undertake stock checks, inventory management and ordering of supplies and consumables in line with University procedures highlighting any issues to the relevant technician.
8. To assist with Health and Safety activities for designated facilities as required including following, writing, and maintaining COSHH assessments, risk assessments and waste disposal processes. 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.
9. To assist staff and students undertaking research, exhibitions and Knowledge Transfer/income generating activities.

10. To work on specific technical projects as the business requires
11. To demonstrate and provide a consistently high level of customer service to staff and students.
12. To work independently and/ or deputise for the Senior Technician as required.
13. To demonstrate flexibility and commitment to the University and LIS mission statements, policies, and development plans.
14. 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.
15. 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 clinical skills Experience in preparing, supporting, and clearing clinical skills environments, with proficiency in using clinical skills equipment (e.g., part-task trainers) (Application/Interview).
- Customer-facing technical support experience, including instructing and demonstrating technical equipment to various users (Application/Interview).
- Proven experience in supervising and training staff or students (Application/Interview).
- Degree in science or equivalent experience in a related field (Application).
- Familiar with medium & high-fidelity simulators in clinical settings (Application/Interview).
- Effective team member with a focus on detail, quality, and collaboration, while also able to work independently and cooperatively (Application/Interview).
- IT literate with experience in relevant software and support (Application/Interview).
- Skilled in planning, prioritising, and organising workload with ability to adapt to changing work environments and new technologies (Application/Interview).
- Strong communication and liaison skills with customers and colleagues (Application/Interview).
- Knowledge of risk assessments and Health & Safety procedures, with the ability to perform manual handling tasks while adhering to these procedures in the workplace.
- Understanding of confidentiality requirements (Application/Interview).
- Committed to personal and professional development (Application/Interview).

- An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail and Trust, 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).
- Experience in liaising with external sources for the provision of quotes/equipment failure and technical support (Application/Interview).
- Relevant Health & Safety qualifications and or Professional registration with a recognised science related organisation (Application).