



ROLE PROFILE

Job Title:	Dissection Room Technician
School/Department:	Life Sciences
Job Family and Level:	Technical Service Level 2
Contract Status:	Fixed-term for a period of 6 months
Hours of Work:	Full-time (36.25 hours per week)
Location:	Medical School, QMC
Reporting to:	Dissection Room Manager

Purpose of the New Role:

The purpose of the role is to provide timely and high quality technical and administrative support to the Anatomy Teaching Suite in the School of Life Sciences, in support of activities undertaken within the licensed premises in line with the requirements of the Human Tissue Act (2004). The role holder will be responsible for the general upkeep of the area as well as the use and maintenance of equipment. The role holder will also support the administration of the running of courses within the facility.

	Main Responsibilities	% time per year
1.	Support activities, under supervision, including embalming, storage and disposal of human cadavers and cadaveric materials used for teaching and surgical training within the laboratory. Provide support to senior technical staff in the extraction, storage and maintenance and preparation of body parts and other teaching materials for use by teaching staff in laboratory practicals, which may involve the use of a band saw and other tools. Accepting and transporting cadavers in to the DR in the absence of the DR manager as required.	30%
2.	To maintain clean equipment and a high standard of housekeeping. Perform basic calibrations and maintenance of equipment and glassware.	15%
3.	To monitor and maintain stocks levels/stores of basic equipment and supplies ensuring that equipment, consumables and work areas are ready to use as and when required.	15%
4.	Assist, guide and support students and/or other technicians whilst setting up and taking down of equipment used during teaching and provide support to teaching activities through the setup of AV equipment. Where appropriate provide guidance and support to junior colleagues through on-the-job training/coaching in own area, in the use of equipment and techniques.	10%
5.	Plan work and prioritise routinely, escalating problems or conflicts to more senior colleagues.	10%
6.	Consider Health and Safety in the performance of all duties by assessing the risks of the planned activity and performing the tasks having considered, and acted to secure, the safety of themselves and others and maintain a safe work environment through conducting testing to time and quality requirements, check status of equipment, notify and take action on non-conformance, where appropriate. Comply with HTA requirements in relation the Human Tissue Act (2004).	5%
7.	Communicate effectively information/instructions to teaching staff, other technical staff, laboratory management, academics, commercial staff, suppliers and maintenance staff	5%

	both internally and externally. Maintain accurate data records, draft routine document control.	
8.	The role holder will contribute towards technical team, and teaching team meetings, as required and have involvement in the testing, and construction of new equipment and/or techniques.	5%
9.	Any other duties appropriate to the grade and role.	5%

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> A minimum of two A Levels in relevant subjects or equivalent vocational qualifications (NVQ, City & Guild), plus some experience in a relevant role. <p>OR</p> <ul style="list-style-type: none"> Considerable work experience in a relevant role. 	<ul style="list-style-type: none"> Mortuary Science qualification. Registration with a relevant Professional Body or the willingness to work towards registration.
Skills/Training	<ul style="list-style-type: none"> Excellent oral and written communication skills, including the ability to communicate information with clarity. Analytical ability to be able to interpret testing requests. Good IT literacy skills. Problem solving skills. Good customer relation skills. Ability to work accurately in order to maintain high standards, with the ability to work effectively under pressure. Ability to adopt a methodical approach to work in order to achieve work deadlines. A sound understanding of Health and Safety. Ability to lift and move objects as this role will involve storing and moving consumables, equipment, cadavers and cadaverous material. 	<ul style="list-style-type: none"> Knowledge of embalming techniques. Experience of working in an abattoir, or funeral home.
Experience	<ul style="list-style-type: none"> Experience of working to quality standards. 	<ul style="list-style-type: none"> Experience of working with cadavers. Experience of embalming equipment/machinery.
Statutory/Legal	<ul style="list-style-type: none"> Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service. 	

Additional Information

The Faculty of Medicine and Health Sciences currently has around 5300 undergraduate students and 900 postgraduate taught students registered on courses within the four Schools. The Anatomy Teaching Suite primarily facilitates teaching to students registered on undergraduate medicine and physiotherapy courses, as well as those registered on postgraduate medicine and nursing courses. Alongside this, CPD activities are facilitated for staff working for Nottingham University Hospitals NHS Trust who work in the Professions Allied to Medicine, and provide surgical skills training for local, national and international delegates using cadaveric material.

This role is instrumental in underpinning the on-going success of the cadaveric laboratory, delivering and ensuring the upkeep and maintenance of the cadaveric specimens held within the licensed area, as well as providing technical support to external stakeholders and all users of the facility. This role also encompasses administrative functions to support the successful bequest programme operated by the University of Nottingham, ensuring on-going compliance with the Human Tissue Act (2004) as well as the Human Tissue Authority Codes of Practice.

Because of the nature of the work for which you are applying, this post is exempted from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Candidates are therefore, not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the University. Any information given will be strictly confidential and will be considered only in relation to an application for positions to which the Order applies.



The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.