Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Technician</th>
<th>Job family and level</th>
<th>Technical Services Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Department</td>
<td>School of Medicine Translational Medical Sciences</td>
<td>Location</td>
<td>Clinical Sciences Building Nottingham City Hospital</td>
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</tbody>
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**Purpose of role**

The purpose of this role is to provide specialist technical support to the Digital Cancer Screening Research Group. Plan and oversee the day-to-day running of studies, allocating resources and providing technical supervision and training in the use of equipment and techniques. Use specialist knowledge and skills in the development of techniques and processes and provide support and guidance for research projects. The role holder will be responsible for the upkeep of the use and maintenance of equipment.

The duties and percentage time allocation provides an indication and framework for the role and should not be regarded as a definitive list or allocation. Other reasonable duties commensurate with the grade, spirit and purpose of the post may be requested. The role holder will be expected to work flexibly to support the technical services across the Digital Cancer Screening Research Group.

The School of Medicine recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.

**Main responsibilities**

(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
<thead>
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<th>% time per year</th>
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<tr>
<td>50%</td>
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**Laboratory and General Management**

- Jointly plan and oversee the running of the studies, allocating resources and providing technical supervision to ensure work objectives and standards are met
- Plan and prioritise work accordingly, escalating problems or conflicts to more senior colleagues.
- Advise on the purchasing of equipment and consumables
- Conduct regular routine maintenance, fault diagnosis and schedule repair of equipment
- Effectively communicate information to colleagues, suppliers and maintenance staff
- Maintain accurate data records
- Escalate issues to relevant senior colleagues
<table>
<thead>
<tr>
<th></th>
<th><strong>Specialist Advice and Technical Knowledge and Performance</strong></th>
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<tbody>
<tr>
<td>2</td>
<td>To provide quality and timely advice on technical aspects required by the Digital Cancer Screening Research Group.</td>
<td>30%</td>
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<tr>
<td></td>
<td>Perform and provide advice on the preparation and application of equipment, the setting up of experiments and/or deployment of particular techniques</td>
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<td></td>
<td>Utilise knowledge and expertise to aid troubleshooting and problem solving</td>
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<td></td>
<td>Contribute to the development of new or improved methods, techniques and equipment</td>
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<td></td>
<td>Undertake further training to develop skills and technique base in a specialist area</td>
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<td></td>
<td>Assist in the interpretation of results, providing quantitative and qualitative analysis for inclusion in academic journals and papers.</td>
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<td></td>
<td><strong>Health and Safety and Governance</strong></td>
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<tr>
<td>3</td>
<td>Follow all School of Medicine local safety arrangements in the performance of all duties and follow local escalation procedures for any health and safety considerations</td>
<td>20%</td>
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<td>Aid in routine housekeeping and Health &amp; Safety processes</td>
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<td></td>
<td>Assess the risks of the planned activity and perform the tasks having acted to secure the safety of yourself and others</td>
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<td></td>
<td>Write and review risk assessment, standard operating procedures and other relevant paperwork in collaboration with senior colleagues.</td>
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<td>4</td>
<td>Any other duties appropriate to the role</td>
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<tr>
<td>Person specification</td>
<td>Essential</td>
<td>Desirable</td>
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| **Skills**           | ▪ Analytical ability to interpret testing requirements  
▪ Problem solving skills  
▪ Excellent customer relations  
▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information  
▪ Ability to work accurately in order to maintain high standards, with the ability to work effectively under pressure  
▪ Ability to build relationships and collaborate with others internally and externally  
▪ Capability to organise own and other’s activities to meet set deadlines  
▪ High levels of resilience  
▪ Ability to deal with a change  
▪ Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge  
▪ Proven report writing skills  
▪ ‘Drive for results’ the ability to coach and motivate others to meet and exceed set objectives | |
| **Knowledge and experience** | ▪ Proven technical experience in relevant digital cancer screening techniques and equipment.  
▪ An understanding of regulations and procedure governing laboratory work (Health and Safety) and implications of non-compliance of other staff. | ▪ Knowledge of the designated field / specialism |
| **Qualifications, certification and training (relevant to role)** | ▪ Minimum of HNC in relevant subject,  
Or  
Equivalent qualifications plus considerable work experience in relevant role  
Or  
Substantial work experience in relevant role | ▪ Additional qualifications in laboratory skills e.g. Health and Safety |
| **Statutory, legal or special requirements** | ▪ The understanding and implementation of work-related regulations and procedures and an understanding of non-compliance on other staff and the University (e.g. health and safety, HTA) | |
| **Other** | ▪ Willingness to adopt the values of the School of Medicine | |
The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation to ensure equal opportunity, best working practices and fair policies for all.

The School of Medicine holds a Silver Athena SWAN award in recognition of our achievements in promoting and advancing these principles. Please see [http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx](http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx)
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**  
Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership**  
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking**  
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride**  
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive**  
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

![Relationships diagram]

- **Line manager**
  - **Associate Professor of Cancer Screening**
- **Role holder**
  - **Technician**
- **Key stakeholder relationships**
  - **Colleagues**
  - **Students**