Job title | Senior Technician - Core Teaching
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Job family and level | Technical Services Level 3
School/Department | School of Medicine
Location | University of Nottingham

Purpose of role

You will provide senior teaching support to the School of Medicine, plan and oversee the day-to-day running of teaching facilities, allocating resources and providing technical supervision and training in the use of equipment and techniques to relevant staff and students to ensure objectives are met. You will use knowledge, experience, and skills to provide excellent teaching. You will be responsible for the upkeep of teaching facilities as well as the use and maintenance of equipment.

You will work as part of a technical team, working flexibly to deliver an efficient and effective technical service. You will work with independence and initiative to complete processes, organising yours and others work to meet clear objectives. You will typically have responsibility for an area of work and will deal with tasks/issues/requests, delegating to junior colleagues and referring more complex situations to your manager. Independence and initiative will be required to react to changing priorities and work circumstances, with scope to make decisions within clear parameters.

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. You will be expected to work flexibly to support the technical services across the school’s geographical sites.

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

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<th>Main responsibilities</th>
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<tr>
<td><strong>Teaching Facilities and General Management</strong></td>
<td>(Primary accountabilities and responsibilities expected to fulfil the role)</td>
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<tr>
<td>1</td>
<td>% Time per year</td>
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<td>▪ Plan and oversee the day-to-day running of the facilities, in collaboration with other senior technicians and the technical services manager, allocating resources and providing technical supervision to ensure work objectives and standards are met</td>
<td>40%</td>
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<td>▪ Plan and prioritise work and projects accordingly, delegating to junior colleagues and escalating problems to senior colleagues or technical services managers</td>
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- Liaise with academics to document session requirements, and ensure sessions are set up as required in a timely manner
- Oversee storage of and identify and advise on the purchasing of equipment and consumables
- Conduct maintenance, fault diagnosis and schedule repair of equipment
- Effectively communicate information to staff, students, suppliers and contractors
- Maintain accurate data records

**Specialist Teaching Advice and Technical Knowledge**

- Deliver excellent teaching and technical support to colleagues and students, providing a high level of customer service
- Work with academic colleagues to develop, design and prepare new sessions providing specialist technical knowledge
- Utilise technical knowledge and expertise to interpret and support the requirements of the students and educators, and advise staff and students on the application of techniques and use of relevant equipment
- Assist in the interpretation of results, providing quantitative and qualitative analysis, advising staff and students of the application, techniques and use of relevant technical/laboratory equipment
- Be a main point of reference to colleagues for guidance and advice in aspects of teaching processes, techniques and equipment
- Demonstrate use and application of equipment and associated processes
- Support the teaching and development of students

**Health and Safety and Governance**

- Undertake regulatory oversight in relevant areas e.g. HTA, H&S etc.
- Follow School of Medicine local safety arrangements in the performance of duties and follow local escalation procedures for any health and safety considerations
- Assess the risks of the planned activity and perform the tasks having acted to secure the safety of yourself and others
- Write and review risk assessments, standard operating procedures and other relevant paperwork in collaboration with colleagues
- Maintain a safe work environment by carrying out inspections, general housekeeping checks and other Health & Safety processes, ensuring findings are acted upon or relayed to technical services managers
- Provide safety monitor cover in designated area

### Person specification

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Skills</strong></td>
<td>▪ Excellent oral and written communication skills, including the ability to communicate complex information effectively ▪ Ability to analyse and interpret data and processes</td>
<td>▪ Proven report writing skills ▪ ‘Drive for results’ the ability to coach and motivate others to meet and exceed set objectives ▪ Ability to deal with change</td>
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| **Knowledge and experience** | **Proven experience in relevant techniques and equipment**  
**An understanding of regulations and procedure governing Health and Safety and implications of non-compliance of other staff** | **An understanding of additional regulations including Home Office (ASPA), Human Tissue Act, research ethics and implications of non-compliance of other staff**  
**Practical appreciation and experience of hazards and risk**  
**Previous relevant teaching experience** |
|-----------------------------|-------------------------------------------------|---------------------------------------------------------------|
| **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**  
**Teaching qualification**  
**Professional registration of RSciTech or equivalent** |
| **Other** | **Willingness to adopt the values of the School of Medicine**  
**Adopting and delivering to the School of Medicine’s Professional Services Service Excellence Standards** | |
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

- **Line manager**: Technical Services Manager
- **Role holder**: Senior Technician - Core Teaching
- **Key stakeholder relationships**: Colleagues, Students