



<b>Job title</b>	Technician - Core Teaching	<b>Job family and level</b>	Technical Services Level 2
<b>School/ Department</b>	School of Medicine	<b>Location</b>	University of Nottingham

## Purpose of role

You will deliver timely and high-quality support for the School of Medicine teaching facilities. You will allocate resources and provide technical assistance and training in the use of equipment and techniques to relevant staff and students to ensure objectives are met and the safe and effective operation of teaching activities. You will assist senior colleagues in the development of teaching techniques and processes utilising your skills and knowledge.

You will work as part of a technical team, working flexibly to deliver an efficient and effective technical service. You will work within established processes with minimal supervision, organising your routine work to meet clear objectives. You will typically have specific responsibility for a clearly defined work routine and will deal with tasks/issues/requests, referring more complex situations to other members of your team or your manager. Limited 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.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Preparing Teaching Facility and Teaching Support</b></p> <ul style="list-style-type: none"> <li>▪ Support students, teaching staff and technicians in the provision of teaching for different courses.</li> <li>▪ Following the teaching timetable, prepare teaching facilities in readiness for practical classes including moving &amp; setting up equipment, furniture, partition walls as required, ensuring all tasks are undertaken safely and to a deadline</li> <li>▪ To conduct under minimal direct supervision the preparation of materials and equipment to support teaching practical's, including the interpretation of data and test results, presenting findings accurately</li> <li>▪ To perform routine tasks with minimal direct supervision for the teaching activities and projects, ensuring that the work is consistently completed to a high standard, within required deadlines whilst staying responsive to changing priorities</li> </ul>	60%

	<ul style="list-style-type: none"> <li>▪ Provide guidance and support to junior colleagues through on-the-job training in the use of equipment and techniques</li> <li>▪ Deliver excellent technical support to colleagues and students, providing a high level of customer service and contribute to the customer service culture of the teaching facility</li> <li>▪ Support students in the use of equipment ensuring Standard Operating Procedures (SOP's) are adhered to and the equipment is used safely</li> <li>▪ Work with academic colleagues to ensure any written requests for teaching activities are clear and planned appropriately</li> </ul>	
2	<p><b>General and Laboratory Support</b></p> <ul style="list-style-type: none"> <li>▪ To maintain equipment to a high standard including basic calibrations if required</li> <li>▪ 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</li> <li>▪ Ordering and collection of consumables</li> <li>▪ Effectively communicate information to staff, students, suppliers and contractors</li> <li>▪ Maintain accurate data records</li> <li>▪ Plan work and prioritise work accordingly</li> <li>▪ Escalate problems, conflicts or issues to relevant senior colleagues</li> </ul>	20%
3	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>▪ Follow School of Medicine local safety arrangements in the performance of duties and follow local escalation procedures for any health and safety considerations</li> <li>▪ Assess the risks of the planned activity and perform the tasks having acted to secure the safety of yourself and others</li> <li>▪ Maintain a safe work environment by carrying out general housekeeping checks and other Health &amp; Safety processes, ensuring findings are acted upon or relayed to technical services managers</li> </ul>	20%
4	<ul style="list-style-type: none"> <li>▪ Any other duties appropriate to the grade and level of the role</li> </ul>	

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills</li> <li>▪ Good IT skills</li> <li>▪ Good customer service skills with a positive can-do approach and attitude</li> <li>▪ Ability to work accurately in order to maintain high standards, with the ability to work effectively under pressure.</li> <li>▪ Ability to adopt a methodical approach to work in order to achieve work deadlines</li> <li>▪ Ability to lift and move objects as this role will involve storing and moving consumables and equipment (max 30kg)</li> <li>▪ Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to develop technical skills in relevant area</li> <li>▪ Problem solving skills</li> <li>▪ Ability to deal with change</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ A good understanding of Health and Safety</li> <li>▪ Relevant experience, with the ability to undertake a range of technical support activities with minimal supervision</li> </ul>	<ul style="list-style-type: none"> <li>▪ Practical appreciation and experience of hazards and risk</li> <li>▪ Previous relevant teaching experience</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ A minimum of two A Levels in relevant subjects or equivalent vocational qualifications (NVQ, City &amp; Guild), plus some experience in a relevant technical/scientific role Or Considerable work experience in a relevant technical/scientific role</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Willingness to adopt the <u>vision and values</u> of the School of Medicine.</li> <li>▪ Adopting and delivering to the School of Medicine's Professional Services Service Excellence Standards</li> </ul>	



## 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 open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

## Key relationships with others

