



Job title	Clinical Skills Technical Manager	Job family and level	Technical Services Level 4
School/ Department	Clinical Skills, Faculty of Medicine and Health Sciences	Location	East Midlands Campuses of the University of Nottingham

Purpose of role

The purpose of the role will be to have responsibility for the provision of the Clinical Skills technical service through the day to day organisation and technical supervision of the Clinical Skills Technical team. Supporting a number of sites, you will work with key stakeholders within schools and wider University departments to ensure the technical provision within the Clinical Skills Centre meets the demands placed on its resource.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Clinical Skills and Simulation Technical Management <ul style="list-style-type: none">Managing the allocation of technical work and responsibilities of the Clinical Skills Technical team.Utilise specialist technical knowledge and expertise to conceptualise and interpret the needs of stakeholders.Provide technical advice in the support of curriculum/session development.Ensure that work is carried out and performed to the required quality standards, taking the necessary measures to ensure effective performance.Management of processes within the team to ensure equipment requirements are clearly communicated and set up for classes.Management of team to provide technical support for practical exams such as CPSA or OSCE's.In collaboration with the senior staff within the team and wider University, ensure Clinical Skills space is efficiently timetabled and space utilization is maximized.Contribute to the recruitment, training and development of own technical team, including staff performance review process.Manage and establish processes for the effective procurement and storage of consumable items, ensuring requirements for classes and exams are met.Line management of technical team members.Advise and assist staff and students on all aspects of technical support services, either personally or through delegation to appropriate team member.	45%

	<ul style="list-style-type: none"> Contribute towards strategic developments within own area of responsibility. i.e ASPIH accreditation. Develop and implement processes within own area which continually improve and contribute towards the high standards of the Centre. 	
2	Equipment Management <ul style="list-style-type: none"> Manage the Centre's Clinical Skills and Simulation equipment ensuring it is fully functional and always available for practical sessions. Ensure effective use of the center's equipment through clear documentation and management of assets. Responsible for any legislative checks and servicing for all equipment related to Clinical Skills and Simulation. E.g. LOLER testing and insurance inspections. Ensure staff are trained in appropriate maintenance and management of equipment. Advise on future equipment procurement within defined levels of expenditure 	25%
3	Budget management <ul style="list-style-type: none"> Responsible for approval of purchases within established limits. Under the direction of senior colleagues monitor the various budgets of the department, to ensure the department operates effectively within budget constraints. Contribute towards financial management good practice ensuring University policy is complied with. In alignment with University policy, establish clear procurement process within team. 	20%
4	Health and Safety <ul style="list-style-type: none"> Undertake training and act as the Centre's Health and Safety Coordinator, representing the Clinical Skills Centre at relevant Health and Safety committees, resolving any relevant issues and escalating necessary actions through established channels. Responsible for Health and Safety management of all technical activities, ensuring risk assessments and control measures are in place for all activities and University policy is complied with. Ensure that the department complies with work related legal and health and safety standards. 	10%
5	Any other duties appropriate to the grade and role	n/a

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Proven technical problem solving skills. ▪ Oral and written communication skills, to enable the identification and understanding of staff/student requirements. ▪ Ability to adopt a methodical approach to prioritising work in order to achieve deadlines. ▪ Customer relation skills. ▪ Budgetary management skills. ▪ Ability to build effective working relationships and collaborate with others both internally and externally. 	<ul style="list-style-type: none"> ▪ Effective delegation skills and monitoring performance of a team.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Significant, recent experience of working in a relevant Healthcare/clinical Environment ▪ Ability to assess and organise resource effectively recognised from previous project management experience. ▪ Ability to work accurately in order to provide quality technical support with the ability to work effectively under pressure. ▪ Technical expertise in Clinical Skills and Simulation equipment. ▪ Understanding of financial management procedures. ▪ Understanding of Health and Safety regulations and the implications of non-compliance 	<ul style="list-style-type: none"> ▪ Ability to understand, conceptualise and interpret the technical and/or experimental requirements of staff and students. ▪ Ability to identify and manage risks to enable effective project delivery. ▪ Knowledge of Clinical and Professional Skills Assessment (CPSA) or OSCE's. ▪ Experience of Higher Education technical support of teaching.
Qualifications, certification and training (relevant to role)	<p>Minimum HNC or equivalent, plus relevant work experience in a similar role</p> <p>Or</p> <p>Previous work experience in a relevant technical or scientific role.</p>	<ul style="list-style-type: none"> ▪ Science Council Professional Registration. ▪ ASPIH Accreditation



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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
Taking ownership	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
Forward thinking	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
Professional pride	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
Always inclusive	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

