



Job title	Senior Teaching Technician (Sports and Exercise Science)	Job family and level	Technical Services Level 3
School/ Department	School of Life Sciences	Location	University Park Campus, Queens Medical Centre

Purpose of role

Organisation, preparation and demonstration of undergraduate laboratory practical classes, assistance with final-year research projects and provision of specialist technical skills in the disciplines of Exercise Physiology, Metabolism, Nutrition and Sport Psychology for the BSc in Sport and Exercise Science.

The appointed person will provide relevant expertise as well as technical and administrative support, enabling academic staff and undergraduate students to participate in laboratory classes and undertake research projects in a safe and effective manner, following Good Clinical Practice (GCP) and health and safety guidelines. Appropriate continued development and training will be available, some of which will be mandatory and must be successfully completed.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Teaching preparation and running of the laboratories <ul style="list-style-type: none">▪ To work within the Sports and Exercise Science technical teaching team to support the operation of undergraduate and MSc teaching within the School's laboratories, (a typical class will involve ~25 students).▪ To work directly with technical colleagues and academic staff in preparing and running human physiology, exercise, metabolism, nutrition and sport psychology practical classes for the day-to-day technical running of laboratories. Support and plan practical classes.▪ To provide technical supervision to ensure work objectives and standards are met.▪ To maintain the function of laboratories including arranging availability of equipment and related essential services for undergraduate classes, regularly monitoring all equipment to ensure all items remain functional.▪ Ensuring work is consistently completed to a high standard, within required deadlines whilst staying responsive to changing priorities.▪ To provide support to academics and to senior technical colleagues.▪ To provide technical support to the students and class leaders as required.▪ To monitor and maintain stock levels of basic equipment and consumables, ordering as required.	50%

	<ul style="list-style-type: none"> To conduct regular routine maintenance, notify senior staff/ engineers for any repairs 	
2	Teaching support to research studies <ul style="list-style-type: none"> Providing technical support for research studies, including operating, essential routine testing, calibration and maintenance of sophisticated and sensitive sports and exercise instruments. When required, provide technical support in analytical classes for final-year research projects using human volunteers. To carry out appropriate quality control (QC) assessments and calibration procedures of equipment to ensure accurate, high-quality data and safe working practices. Assist in the interpretation of results, collating and entering data into established databases, carrying out appropriate data analysis, and undertaking standard data handling while ensuring subject confidentiality and compliance with data protection guidelines. Provide administrative support to research personnel and students with respect to subject recruitment and research studies. 	20%
3	Technical Knowledge and support <ul style="list-style-type: none"> Help, develop, and test new equipment and/or techniques, working with and supporting academic staff. Recognising and resolving routine work problems independently, while promptly reporting more complex issues to line manager. Assisting staff and training students in the design, preparation, assembly and application of equipment, as well as setting up experiments, and/or the deployment of specialist techniques. 	10%
4	Health and Safety <ul style="list-style-type: none"> Monitor 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 yourself and others: Ensure students and new researchers are trained in techniques and the safe and effective use of equipment to ensure compliance with relevant health and safety regulations, including carrying out safety risk assessments. Maintaining a safe working environment to safeguard the interests of volunteers and colleagues, adhering to local and HSE standards and Ethics Committee guidelines. 	10%
5	Communication <ul style="list-style-type: none"> Communicate effectively information/instructions to the department and wider university as required, and ensure the accurate completion of documentation, records and reports in order to comply with research quality standards. 	5%
6	<ul style="list-style-type: none"> Any other duties appropriate to the grade and role 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> Analytical ability to interpret testing requirements. Problem solving skills. Oral and written communication skills, including the ability to communicate with clarity on complex information. Customer relation skills. 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. Ability to adopt a methodical approach to work in order to achieve work deadlines. High level of IT skills, including MS Word, Excel and PowerPoint and ability to integrate different packages. Good inter-personal relation skills. Skills in exercise physiology, metabolism and nutrition practical classes. 	<ul style="list-style-type: none"> Capability to organise own and other's activities to meet set deadlines. Proven ability to learn new techniques and procedures quickly.
Knowledge and experience	<ul style="list-style-type: none"> A good level of experience working in a teaching laboratory environment Previous experience working in a human metabolism, physiology or nutrition facility or proven experience in relevant techniques and equipment. An understanding of regulations and procedure governing laboratory work (including Home Office and Health and Safety) and implications of non-compliance of other staff. Knowledge and 	<ul style="list-style-type: none"> Experience in supporting teaching and/or running human physiology studies.

	<p>implementation of COSHH, risk assessments and standard operating procedures.</p> <ul style="list-style-type: none"> ▪ Ability to lift and move objects as this role will involve storing and moving consumables and equipment. ▪ Able to calibrate and troubleshoot equipment and demonstrate a basic understanding of technical issues and faults. 	
<p>Qualifications, certification and training (relevant to role)</p>	<ul style="list-style-type: none"> ▪ Minimum of HNC in relevant subject, or equivalent qualifications plus some work experience in relevant role or Previous work experience in relevant role 	<ul style="list-style-type: none"> ▪ A first degree in Sport and Exercise Science, Physiology, Biomedical Science or similar discipline plus considerable work experience in a relevant role or substantial work experience in human physiology, metabolism or nutrition. ▪ Additional qualifications in laboratory skills e.g. Health and Safety, First aid qualification



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



