



<b>Job title</b>	Technician (Teaching)	<b>Job family and level</b>	Technical Services Level 2
<b>School/ Department</b>	Veterinary Medicine and Science	<b>Location</b>	Sutton Bonington Campus Leicestershire

### Purpose of role

To work as part of a team providing technical support to the teaching activities of the School of Veterinary Medicine and Science. With a focus on the practical courses within the Anatomy and Surgery area of the School, ensuring these are fully provided for through the provision of materials, advice and operational support.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Practical Support</b></p> <ul style="list-style-type: none"> <li>▪ Liaise with internal and external parties to ensure all cadaver material, clinical equipment and consumables are available as requested and that quality standards and time frames are consistently met</li> <li>▪ Support the day to day running of the anatomy teaching facilities, troubleshooting any technical issues that may arise</li> <li>▪ Set up and clear down of practical classes</li> </ul>	30%
2	<p><b>Maintain high levels of housekeeping ensuring work area is kept clean and clear hazards</b></p> <ul style="list-style-type: none"> <li>▪ Maintaining stock levels as required</li> <li>▪ Cleaning of equipment and instruments to a high standard</li> <li>▪ Operation of laundry facilities to ensure provision of clean protective clothing</li> <li>▪ Ensuring laboratories and student locker areas are kept in a clean and tidy order</li> <li>▪ Disposal of clinical and biohazard waste ensuring that contaminated waste is disposed of safely and appropriately</li> </ul>	35%
3	<p><b>Management and Preparation of Animal Cadaver Materials</b></p>	

	<ul style="list-style-type: none"> <li>▪ Collection of materials from abattoirs, clinical associate practices, vet practices and equipment from the school stores</li> <li>▪ Preparation of cadaver material for use in practical classes and exams</li> <li>▪ Embalming cadavers for use in teaching</li> <li>▪ Ensure accurate completion of documentation relating to cadaver transport and storage, including monitoring and record keeping</li> </ul>	20%
4	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>▪ Ensure health and safety procedures are followed by both internal and external parties</li> <li>▪ Implementing new safety policies in accordance with University and School guidelines</li> <li>▪ Communicating safety information to the Senior Teaching Technician and Technical Manager, auditing and following-up to ensure compliance with current policies and statutory legal health and safety requirements</li> </ul>	10%
5	Any other duties appropriate to the role	5%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Basic IT skills</li> <li>▪ Communication skills</li> <li>▪ Basic understanding of Health and Safety regulations and procedures</li> <li>▪ Ability to lift and move objects as this role will involve storing and moving consumables and equipment</li> <li>▪ Driving license unless disability precludes this</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working within a team environment.</li> <li>▪ Experience in working with a wide range of small and large animals.</li> <li>▪ Willing to undertake overtime duties at weekends as required</li> <li>▪ Basic understanding of the principles of animal biology/ anatomy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working within a teaching environment.</li> <li>▪ Experience in a relevant role.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ 2 A levels in relevant subjects, or equivalent vocational qualifications (NVQ, City &amp; Guild)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>▪ Work experience in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>▪ Animal Care Diploma BTEC</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

