Job Description

Position: Clinical Technician Graduate Trainee

Faculty/Service: School of Psychology

Reference: PSY- 051/P

Grade: Grade 4

Status: Fixed term - Maternity

Hours: Full-Time (rota based including evenings and weekends)

Responsible to: Faculty Operations Manager

Main Function of the Post:

1.   To provide a consistently high level of service to all customers of the University, (i.e. staff, students, visitors, partnership organisations etc.).

2.   Demonstration of relevant health-related learning environment processes and techniques, including the preparation of specialist laboratories and clinical simulation suites to support teaching and student learning on all clinical and healthcare programmes, including placements.

3.   Support all academic activities cross the Faculty including: recruitment, admissions, teaching, exams and assessments etc.

4.   Support the development and growth of simulation-based education (SBE) across the Faculty.

5.   Develop skills, knowledge, and experience relevant to the work environment.

Principal Duties and Responsibilities:

1.   To provide technical support services which meet the needs of staff and students, facilitating the optimum use of the University and Faculty resources.

2.   To liaise with staff requiring use of facilities and setting up of materials and equipment for teaching, practical sessions, and research activities across the learning environment.

3.   Demonstrating the use of a wide range of equipment and technical procedures to staff, students, and external clients.

4.   To assist with the scheduling and booking of a wide range of clinic and laboratory activities and equipment.

5.   To support exams and assessments including exam invigilation (as appropriate).

6.   To support dedicated course and Faculty events as appropriate, (e.g. recruitment, Open days, and other events).

7.   Preparation of specialist laboratories and clinical simulation suites to support teaching on all clinical and healthcare programmes, and ensuring these specialist spaces are always in a clean, tidy and in serviceable order at the beginning and end of each day, as well as after each session.

8. Assist with the development and production of online learning resources for teaching as required, including the creation of relevant documentation for web development and associated technology driven products as appropriate.

9. Maintain an inventory of all equipment, including the maintenance records such as logging and reporting of faults, providing first line maintenance, or arranging repairs as required. Organising the regular/scheduled servicing of equipment as appropriate (e.g. annual).

10. Carry out regular stock checks and process orders for the requisition of consumables and materials as required throughout the academic year, completing the relevant purchase orders.

11. Undertake an annual stock check of all equipment, materials and consumables and replenish stocks before the start of the next academic year. Assist with the commissioning of new equipment.

12. Contribute to and maintain accurate and secure records and ensure compliance with regulatory requirements. Ensuring that records and documents are kept up to date for use by staff, students, and commercial partners.

13. Monitor and manage assigned relevant learning and practise environments ensuring compliance with mandatory corporate and statutory requirements (i.e. Health and Safety).

14. Ensure appropriate access and security issues are addressed, including permitting access only to those students/clients who are recorded as having completed an induction and ensuring that they comply with safe working practices at all times.

15. General overview of health and safety and ensuring the adherence of safe working practices and standards are maintained at all times, including the use of appropriate Personal Protective Equipment (PPE). Carrying out PAT testing when required.

16. Conducting risk assessments and safety audits in accordance with the Health and Safety policies.

17. Attendance at relevant Faculty committees and forums as required, and oversee dedicated projects and initiatives as required.

18. Develop a professional networking culture with stakeholders of the University. Coordinate and liaise with University and external stakeholders preparing and circulating relevant paperwork as required.

19. Maintain personal and professional development and participate in appropriate staff development activities as required.

20. Ensure and maintain integrity and confidentiality of data and associated data protection and patent practices in line with statutory and corporate requirements.

21. Ensure a safe working environment and abide by the University's health and safety policies and practices, and to observe the University's Equal Opportunities Policy and Dignity at Work Policy at all times.

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this is an evolving role with a requirement to travel and attend events external to the University in support of Faculty/University business requirements

Please note that this appointment may be subject to Disclosure and Barring Clearance

Person Specification

Position:	CLINICAL TECHNICAL GRADUATE TRAINEE		
School/Service:	School of Psychology	Reference: PSY-051/P	

Criteria	Priority (1/2)	Method of Assessment
1 QUALIFICATIONS		
1 a) Good Honours or post graduate degree relevant to the discipline, gained from the University of Bolton (Greater Manchester in the last three years.	**Priority** 1	Documentation
1 b) GCSE in English and Mathematics – minimum grade C, or equivalent standard of education.	**Priority** 1	Documentation
1 c) First aid qualification or willingness to undertake.	**Priority** 2	Documentation
2 SKILLS / KNOWLEDGE		
2 a) Credible knowledge and competency in the use of Information Technology.	**Priority** 1	Application /Interview
2 b) Credible knowledge and competency in the use of VR, EEG, eye-trackers, and software often used by students of Psychology and researchers doing psychological research.	**Priority** 2	Application /Interview
2 c) Knowledge and understanding of the general principles of laboratory and clinical environments.	**Priority** 2	Application /Interview
2 d) Good communication skills written and verbal.	**Priority** 1	Application /Interview
2 e) Able to work as part of a team in relating to client and stakeholder needs and in collaboration between the University and stakeholders.	**Priority** 1	Application /Interview
2 f) Knowledge and understanding of general health and safety and COSH requirements, or willingness to undertake training.	**Priority** 1	Application /Interview
2 g) Able to develop efficient and organised services in a fast-paced environment.	**Priority** 1	Application /Interview
2 h) Understanding and sensitivity of the needs of Lab environments.	**Priority** 2	Application /Interview
2 i) Able to operate professionally and equitably managing the needs and expectations of various people (students, academic teams, collaborating researchers, visitors).	**Priority** 1	Application /Interview
2 j) Responsible for Stocktaking, ordering, accurate record keeping of equipment, resources and replenishing stocks.	**Priority** 1	Application /Interview
2 k) Able to undertake appropriate research activity relevant to the role.	**Priority** 1	Application /Interview
2 l) Ability to take ownership of tasks and see them through to timely completion.	**Priority**1	Application /Interview

3	EXPERIENCE	Priority (1/2)	Method of Assessment
3 a)	Proven success in delivering results in any form of workplace including part time and voluntary work.	**Priority** 1	Application /Interview

Criteria		**Priority (1/2)**	**Method of Assessment**
3 b)	Experience of relevant health-based work experience or through projects and subject studied at university.	**Priority** 1	Application /Interview

4	PERSONAL QUALITIES		
4 a)	Awareness of the requirements associated with operating within a customer service environment.	**Priority** 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working.	**Priority** 1	Interview
4 c)	Proactive, innovative, and adaptable to meet the challenges of the role.	**Priority** 1	Interview
4 d)	Display commitment to service excellence and dealing with people in a customer care environment.	**Priority** 1	Interview
4 e)	Able to work as part of a multi-faceted operational team in a challenging environment.	**Priority** 1	Interview
4 f)	Able to handle confidential information with discretion and integrity.	**Priority** 1	Interview
4 g)	Able and willing to adapt to changing demands, procedures and routines	**Priority** 1	Interview

5	OTHER		
5 a)	Able to undertake staff development, which may take place outside the University.	**Priority** 1	Interview
5 b)	Adherence to the University's commitment to equal opportunities in a diverse culture.	**Priority** 1	Interview
5 c)	Available to work flexibly and remotely including evenings and weekend and across the normal academic year as required.	**Priority** 1	Interview
5 d)	Awareness of the principles of the Data Protection Act, Health and Safety, Prevent, Freedom of Information Act, UKVI and Bribery Act.	**Priority** 1	Interview
5 e)	Able to cope with the physical demands of manual work.	**Priority** 1	Interview/ Medical
5 f)	Able to travel as appropriate and work as required at different University sites.	**Priority** 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. *The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current

5. Please note it is normally expected that a new appointee will commence at the bottom of grade.
6. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required