

Job Description

Position:	Clinical Technician
School/Service:	School of Health, Science & Society
Reference:	HWB-01726
Grade:	Grade 3
Status:	Permanent – Full-Time
Hours:	Full-Time 36.25 hours per week (rota based including evenings and weekends)
Responsible to:	Executive Head of School

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, and partnership organisations etc.).
2. Preparation of specialist laboratories and clinical simulation suites to support teaching and student learning for all clinical and healthcare programmes, including placements.
3. Support all academic activities cross the School including: recruitment, admissions, teaching, exams and assessments etc.
4. Assist with the development and growth of simulation-based education (SBE) across the School.
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 School resources.
2. 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 serviceable order at the beginning and end of each day, as well as after each session.
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. To assist with the scheduling and booking of a wide range of clinic and laboratory activities and equipment.
4. To support exams and assessments including exam invigilation as appropriate.
5. To support School events as appropriate, (e.g. Recruitment, Open days, and other events).
6. Assist in the maintenance of 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).
7. 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.
8. Assist with the 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.

9. 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.
10. Have a general overview of health and safety requirements and ensure the adherence of safe working practices and standards are always maintained, including the use of appropriate Personal Protective Equipment (PPE). Carrying out PAT testing when required.
11. Monitor the relevant learning and practise environments ensuring compliance with mandatory corporate and statutory requirements (i.e. Health and Safety) are adhered to.
12. 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 always comply with safe working practices.
13. Assist with carrying out risk assessments and safety audits in accordance with the Health and Safety policies when required.
14. Attendance at relevant School committees and forums as required.
15. Develop a professional networking culture with stakeholders of the University. Coordinate and liaise with University/external stakeholders preparing and circulating relevant paperwork as required.
16. Maintain personal and professional development and participate in appropriate staff development activities as required.
17. Ensure and maintain integrity and confidentiality of data and associated data protection and patent practices in line with statutory and corporate requirements.
18. 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.

Note: This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position 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 post holder.

Please note this role will be subject to Disclosure and Barring service.

Person Specification

Position:	Clinical Technician	Reference:	
School/Service:	School of Health, Science & Society	Priority (1/2)	Method of Assessment
CRITERIA			
1	QUALIFICATIONS		
1 a)	Good Honours degree, BTEC, or equivalent relevant to the discipline.	2	Documentation
1 b)	GCSE in English and Mathematics – minimum grade C, or equivalent standard of education.	1	Documentation
1 c)	First aid qualification or willingness to undertake.	1	Documentation
2	SKILLS / KNOWLEDGE		
2 a)	Credible knowledge and competency in the use of Information Technology.	1	Application /Interview
2 b)	Ability to take ownership of tasks and complete them in a timely manner.	1	Application /Interview
2 c)	Knowledge and understanding of the general principles of laboratory and clinical environments.	2	Application /Interview
2 d)	Good communication skills written and verbal.	1	Application /Interview
2 e)	Able to work as part of a team including client and stakeholder needs, and in collaboration between the University and stakeholders.	1	Application /Interview
2 f)	Knowledge and understanding of general health and safety and COSH requirements, or a willingness to learn.	1	Application /Interview
2 g)	Assist in the development of efficient and organised services in a fast-paced environment.	1	Application /Interview
2 h)	Understanding and sensitivity of the needs of clinical environments, or willingness a to learn.	1	Application /Interview
2 i)	Able to operate professionally and equitably managing the needs and expectations of the various specialist teaching environments.	2	Application /Interview
2 j)	Assist with stocktaking, ordering, accurate record keeping of equipment, resources, and replenishing stocks.	1	Application /Interview
3	EXPERIENCE		
3 a)	Proven success in delivering results in any form of workplace including part time and voluntary work.	1	Application /Interview
3 b)	Experience of relevant health-based work experience or through projects and subject studied at college or university.	1	Application /Interview
4	PERSONAL QUALITIES		
4 a)	Awareness of the requirements associated with operating within a customer service environment.	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working.	1	Interview
4 c)	Proactive, innovative, and adaptable to meet the challenges of the role.	1	Interview

4 d)	Display commitment to service excellence and dealing with people in a customer care environment.	1	Interview
4 e)	Able to work as part of a multi-faceted operational team in a challenging environment.	1	Interview
4 f)	Able to handle confidential information with discretion and integrity.	1	Interview
4 g)	Able and willing to adapt to changing demands, procedures, and routines.	1	Interview
5	OTHER		
5 a)	Able to undertake staff development, which may take place outside the University.	1	Interview
5 b)	Adherence to the University's commitment to equal opportunities in a diverse culture.	1	Interview
5 c)	Available to work flexibly and remotely including evenings and weekend and across the normal academic year as required.	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.	1	Interview
5 e)	Able to cope with the physical demands of manual work.	1	Interview/ Medical
5 f)	Able to travel as appropriate and work as required at different University sites.	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. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.