

# Job Description

Position: Psychology Lab Specialist

Faculty/Service: School of Psychology

Reference: PSY- 0117-26

Grade: Grade 6

Status: Permanent

Hours: Full-Time (including some evenings and weekends)

Responsible to: Head of School

## Main Function of the Post:

1. To operate laboratory equipment within the School of Psychology and demonstrate its use to students, staff, and visitors.
2. To oversee and coordinate the effective use of lab equipment. This involves creating and managing a booking system aligned with the school's priorities, maintaining an up-to-date inventory, renewing software licences, ensuring all equipment is functional, supporting the upkeep of lab facilities and consumables, adhering to maintenance schedules, and keeping Standard Operating Procedures current in line with health and safety regulations (including conducting risk assessments and implementing corrective actions where needed).
3. To update relevant software and develop proficiency in additional specialist equipment and software required for psychological research.
4. To support with data analysis using software e.g. Matlab, Python, SPSS, R studio and similar software derivatives.
5. To support online engagement activities (such as video content and assessments), contribute to in-person teaching and research seminars, and assist with lab-related events (including workshops, research meetings, and promotional activities).
6. To assist the academic team with broader academic responsibilities, including student recruitment and marketing (e.g., demonstrating equipment during Open Days), and to support the preparation and delivery of online teaching and engagement materials.
7. To build and enhance skills, knowledge, and experience relevant to working in a laboratory environment.

## Principal Duties and Responsibilities:

1. Ensure the Psychology Lab and counselling suites operate efficiently and safely, adhering to all health and safety procedures.
2. Assist in the development, programming and use of specialised equipment, software or processes in research and teaching (e.g., EEG/ERP, Virtual Reality, motion capture, eye tracking, BIOPAC, observation and recording equipment, human-technology interaction, E-Prime, Qualtrics) and train staff and students in the use of the relevant equipment and software.

3. Deliver lab-based practical sessions and research activities, supporting students but also staff. This includes liaising with staff from the School of Psychology and other schools within the University, that need to use the facilities, setting up materials and equipment for teaching or research (includes supporting academics and researchers in the testing of participants as part of ongoing lab-based research or teaching within the department).
4. Work directly with Head of School and IT&S to maintain, upgrade, and optimise lab equipment, manage booking systems and maintenance records, and regularly review standard operating procedures and risk assessments.
5. Provide technical support services which meet the needs of staff, students and research collaborators, facilitating the optimum use of the Psychology Lab.
6. Support counselling and simulation suites, ensuring they are organised daily and providing basic technical assistance for recordings, webinars, and online teaching.
7. Manage laboratory facilities, supplies, and equipment schedules, ensuring compliance with health and safety standards and maintaining a safe lab environment.
8. Liaise with other professional services of the University (i.e., IT, facilities) in overseeing the IT/AV support during Psychology events, meetings and online teaching.
9. Continuously develop relevant skills, knowledge, and experience for working in a laboratory setting.
10. Assist with School and University events such as open days and recruitment activities.
11. Contribute to the development of online learning materials, including creating supporting documentation for digital and technology-based resources.
12. Keep an accurate inventory of equipment, log faults, carry out basic maintenance, and arrange repairs and scheduled servicing when needed.
13. Manage access and security, ensuring only trained and / or authorised individuals use facilities and that all users follow safe working practices.
14. Oversee health and safety compliance, maintaining standards and conducting required checks such as PAT testing.
15. Monitor stock levels, order consumables, and process purchase requests throughout the academic year.
16. Attend meetings and support or lead specific projects and initiatives as required.
17. Be available to work outside normal hours when necessary, such as during events or conferences.
18. Ensure data integrity, confidentiality, and compliance with data protection and intellectual property regulations.
19. 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.

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

<b>Position:</b>	<b>Psychology Lab Specialist</b>		
<b>School/Service:</b>	<b>Psychology</b>	<b>Reference:</b> PSY- 0117-26	
<b>Criteria</b>		<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>1</b>	<b>QUALIFICATIONS</b>		
1 a)	Good Honours degree relevant to the discipline.	Priority 1	Documentation
1 b)	Post-graduate degree in a related area.	Priority 2	Documentation
1 c)	First aid qualification or willingness to undertake.	Priority 2	Documentation
1 d)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	Priority 2	Documentation
<b>2</b>	<b>SKILLS / KNOWLEDGE</b>		
2 a)	Knowledge of and ability to use a range of specialised Psychology laboratory equipment in research and teaching, examples include: Compumedics EEG, Tobii Eye-tracking, Biopac Physiology, Noldus FaceReader, Perception Neuron Motion Capture, Virtual Reality and Simulation Equipment.	Priority 1	Application /Interview
2 b)	Knowledge of and ability to use a range of specialised Psychology related laboratory software in research and teaching, examples include: Curry 9, Tobii Pro Lab, Biopac Acknowledge, Noldus Facereader, Explorer and Media Recorder, E-Prime, PsychoPy, Pavlovia, Matlab, Qualtrics, Nvivo, SPSS, and R studio. A working knowledge of programming languages such as Python, C#, Java, Unity and Unreal engine would be beneficial.	Priority 2	Application /Interview
2 c)	Ability to manage lab facilities: good understanding of processes relating to the maintenance of the Lab and Health and Safety, good organisational skills (for the development and maintenance of logs and booking systems and for the management of supplies)	Priority 1	Application /Interview
2 d)	Strong organisational skills (to effectively manage lab bookings, equipment, maintenance schedules, and support multiple projects at once) and ability to prioritise effectively.	Priority 1	Application /Interview
2 e)	Good communication skills written and verbal and ability to work as part of a large team and to collaborate with other stakeholder in and out of the University.	Priority 1	Application /Interview
2 f)	Knowledge and understanding of GDPR and general health and safety, or willingness to undertake training	Priority 1	Application /Interview
	Able to develop efficient and organised services in a fast-paced environment.	Priority 1	Application /Interview
2 g)	Able to operate professionally and equitably managing the needs and expectations of various authorised lab-users (academic team, students, research collaborators).	Priority 1	Application /Interview
2 h)	Familiarity with purchases ordering supplies, accurate record keeping of equipment, resources and replenishing stocks.	Priority 2	Application /Interview
2 i)	Able to undertake appropriate research activity relevant to the role.	Priority 1	Application /Interview

<b>3</b>	<b>EXPERIENCE</b>		
3 a)	Previous use of Psychology Lab equipment and related software.	Priority 1	Application /Interview
3 b)	Experience of working in a Psychology Lab	Priority 2	Application /Interview
3 c)	Previous experience of supporting teaching or training or research.	Priority 2	Application /Interview
3 d)	Experience of developing Virtual Reality content using Unity or Unreal Engine and other programming languages e.g. C# would be useful.	Priority 2	Application /Interview
<b>4</b>	<b>PERSONAL QUALITIES</b>		
4 a)	Attentive to detail and focused on problem-solving.	Priority 1	Interview
4 b)	Committed to continuous improvement and in exploring 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)	Approachable and comfortable to work with academics, students and other relevant stakeholders.	Priority 1	Interview
4 e)	Ability to handle confidential information with discretion and integrity.	Priority 1	Interview
4 f)	Ability and willingness to adapt to changing demands, procedures and routines	Priority 1	Interview
<b>5</b>	<b>OTHER</b>		
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 weekends) 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.	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