

# Job Description

<b>Position:</b>	Technician – Dental Sciences
<b>School/Service:</b>	Specialist Services & Safety: School of Health & Human Sciences (Centre for Dental Technology)
<b>Reference:</b>	HHS-052/P
<b>Grade:</b>	Grade 5
<b>Status:</b>	Permanent
<b>Hours:</b>	Full – Time (36.25 hours per week)
<b>Reporting to:</b>	Specialist Services and Safety Manager

## Main Function of the Position:

- To act as a support for student learning, teaching and research across the portfolio of dental academic disciplines including support for students' projects and self-directed study in Academic Clinical Facilities.
- To provide a demonstrator/technical support service which meets the needs of academic staff and students, and enables optimum use of University resources. The role includes support and demonstration of a range of dental equipment, associated processes, use of dental materials and first line maintenance. Whilst you will have specific discipline areas for which you will provide more dedicated technical support, as part of the larger Specialist Services and Safety Team you will be required to provide more generic and flexible support across all discipline areas and across the University at times of the year when support for learning, teaching and research activity is less demanding.

## Specialist Competencies:

- Whilst all Demonstrators/Technicians are required to work across a range of disciplines their specialist practical area requires them to possess the following competencies:
- To act as specialist support for technical clinical facilities and to maintain these facilities to a high standard.

## Principal Duties and Responsibilities:

1. To work in support of the whole range of teaching, research and commercial activities undertaken by the University including support for student projects and self-directed study.
2. To prepare dental laboratories and clinical suites for staff and students in line with academic needs. Ensure these facilities and adjoining areas are in a clean and tidy condition, they conform to Health and Safety standards at all times and that these areas are maintained in a way which enables other functions such as cleaning and security, to carry out their duties effectively.

3. To assist students and staff with the day-to-day function of laboratories and clinical areas, including the use of a range of dental equipment, the use of dental materials and processes.
4. To take responsibility for the health, safety and welfare of those who are using the specialist areas for which the role holder has responsibility and reporting non-compliance issues to their line manager. Including ensuring appropriate safety equipment is available, including appropriate Personal Protective Equipment is maintained and in good order and used.
5. To induct and demonstrate safe working practices, the function of the equipment and processes and proper use of materials. Ensure that induction and demonstration records are documented appropriately for students, staff and commercial partners.
6. Deliver Health and Safety Inductions to student and commercial partners in the areas for which the Demonstrator/Technician is responsible; making staff, commercial partners and students aware of the professional code of conduct required when working in the area.
7. Demonstrate and communicate safe working practices as identified through the various risk assessments, the function of the equipment and processes and the proper use of materials. Explain hazards associated with equipment, processes and substances and demonstrate precautions against them including checks to be carried out prior to using equipment.
8. To supervise the designated areas, permitting access to only those students/clients who are recorded as having completed induction and ensuring that they continue with safe working practices at all times.
9. Demonstrate the use of equipment and technical procedures to staff, clients and students within the Demonstrators/Technician's specialist area of competence.
10. Develop and prepare material, demonstration aids and samples to be used during demonstrations to build a stock of handouts, diagrams and user instructions, appropriate to each demonstration in all relevant areas.
11. To assist with the scheduling and booking of a wide range of clinical and laboratory activities and equipment. To maintain accurate records of all transactions and to exercise proper stock controls including an annual stock take
12. To assist in the preparation, mounting and demounting of exhibitions, including degrees, foundation and postgraduate shows both on and off the University premises.
13. If a "named" driver, to drive the University vehicle or hire vehicle for the purposes of delivery and collection of University equipment, machinery, exhibition materials etc. and other necessary transport related to the work including field trips.
14. To undertake checks to ensure that all equipment is maintained in good working order as required by Health and Safety legislation and to ensure that inventories are up to date and accurate.
15. Undertake regular stock checks and process orders for the requisition of materials and equipment relevant to curriculum needs and Health and Safety requirements.

16. To carry out all work in accordance with the University Health and Safety policies and procedures, including the preparation of COSHH, manual handling and risk assessments and the implementation of mitigating actions and controls and to undertake portable appliance testing.
17. To give assistance in other practical areas when required.

**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 that this appointment is subject to Disclosure and Barring Clearance.

## Person Specification

<b>Position:</b> Technician – Dental Sciences		<b>Reference:</b> HHS-052/P	
<b>School/Service:</b> Specialist Services and Safety		<b>Priority</b> (1/2/3)	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1 Qualifications</b>			
1 a)	Degree in a related subject, or equivalent level qualification	1	Application Form/ Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Competent in the use of equipment within specialist area (Including associated software applications)	1	Application Form/Interview
2 b)	Competent in the processes and procedures within specialist area – Health	1	Application Form/Interview
2 c)	Able to use and demonstrate use of equipment and processes within these areas	1	Application Form/Interview /Assessment
2 d)	Knowledge of Health and Safety Legislation, current Data Protection requirements and awareness of client/student confidentiality	1	Application Form/Interview
2 e)	Excellent communication skills with the ability to present information clearly, accurately and concisely to students and colleagues	1	Application Form/Interview
2 f)	Excellent oral communication and interpersonal skills to liaise effectively with colleagues, students and external contacts in a professional manner	1	Application Form/Interview
2 g)	Able to understand and apply standard University regulations	1	Application Form/Interview
2 h)	Able to organise and prioritise tasks and workload through from the initial stage to completion to achieve work schedules and deadlines	1	Application Form/Interview
2 i)	Commitment to quality and compliance to standards	1	Application Form/Interview
2 j)	Proficiency in working with standard office IT applications such as Microsoft Word, Access and Excel, as well as the ability to learn how to access and interrogate in-house systems specific to clinical education in Health.	1	Application Form/Interview
<b>3 Experience</b>			
3 a)	Experience of providing technical assistance in the specialist area	1	Application Form/Interview
3 b)	Relevant experience of demonstrating/instructing others (individually and in small groups) in the use of equipment and/or practical techniques/processes	1	Application Form/Interview
3 c)	A record of excellent customer focused service	1	Application Form/Interview
3 d)	Proven track record of working effectively in a team	1	Application Form/Interview
3 e)	Proven track record or working effectively on own, using initiative and prioritising own workload to meet set objectives	1	Application Form/Interview
3 f)	Experience of undertaking risk assessments/COSHH/Manual Handling assessments	2	Application Form/Interview

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<b>Criteria</b>			
3 g)	Experience of undertaking Portable Applicant Testing	2	Application Form/Interview
<b>4 Personal Qualities</b>			
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)	Able to work effectively and contribute as a member of a team, whilst using own initiative as appropriate	1	Interview
4 d)	Display commitment to service excellence and dealing with people in a customer care environment	1	Interview
4 e)	Enthusiasm and commitment	1	/Interview
4 f)	Able to work under pressure and devise own objectives and work to deadlines	1	Interview
4 g)	Able to work within a service lead environment, shaped by the demands of the users	1	Interview
4 h)	Able to adapt to changing demands, procedures and routines	1	Interview
<b>5 Other</b>			
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Able to work flexibly and travel as appropriate in order to meet the needs of the service.	1	Interview
5 c)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act	1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	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. Please note it is normally expected that a new appointee will commence at the bottom of grade.