

Job Description

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| Position: | Psychology Teaching and Learning Technician |
| School/Service: | School of Education & Psychology |
| Reference: | EDP-146/P |
| Grade: | Grade 5 |
| Status: | Permanent |
| Hours: | Full-time |
| Reporting to: | Head of School of Education & Psychology / Dean of Faculty of Professional Studies |

Main Function of the Position:

Provide a technical support service which meets the needs of academic staff and students and enhances the student experience, across teaching, learning and research.

Scope new technologies and consider novel application of existing technologies, to further enhance the student experience.

Showcase the work of the department at both internal and external events.

Provide support for the following: Statistical analysis packages such as SPSS, NVivo, Qualtrics and experimental design packages such as E-Prime, using existing programming skills.

Provide support for Psychophysiological response measures such as EEG and Eye tracker.

Oversee relevant digital equipment and development of stimuli materials

Responsible for Stocktaking, ordering, accurate record keeping of equipment/ resources and other related administrative duties.

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 labs 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 labs, including the use of a range of equipment 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 students and staff where relevant.
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 Technician's specialist area of competence.
10. Develop and prepare material, demonstration aids and samples to be used during demonstrations.
11. To assist with the scheduling and booking of a wide range of clinical and lab activities and equipment. To maintain accurate records of all transactions and to exercise proper stock controls including an annual stock take
12. 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.
13. Undertake regular stock checks and process orders for the requisition of materials and equipment relevant to curriculum needs and Health and Safety requirements.
14. 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.
18. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
19. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.

20. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
21. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

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 may be subject to Disclosure and Barring Clearance.

Person Specification

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| Position: | Psychology Teaching and Learning Technician | Reference: | EDP-146/P |
| School/Service: | School of Education & Psychology | Priority | |
| Criteria | | (1/2) | Method of Assessment |
| 1 Qualifications | | | |
| 1 a) | Honours degree in Psychology or relevant subject area or equivalent level qualifications. | 1 | Application Form / Documentation |
| 2 Skills / Knowledge | | | |
| 2 a) | Familiarity with psychophysiological equipment (e.g. EEG, Face reader, Eye tracker, VR). | 1 | Application Form / Interview |
| 2 b) | Familiarity with statistical and psychological experimental design packages and programming skills (e.g. SPSS, NVivo, Qualtrics, E-Prime). | 1 | Application Form / Interview / Assessment |
| 2 c) | Knowledge of Health & Safety legislations and their implementation in a psychology laboratory, current GDPR requirements and awareness of client/student confidentiality. | 1 | Application Form / Interview |
| 2 d) | Ability to provide specialist advice and assistance to students and staff through teaching/ training sessions, which might include demonstrating the use of equipment, statistical and experimental packages. | 1 | Application Form / Interview |
| 2 e) | Excellent oral communication and interpersonal skills to liaise effectively with colleagues, students and external contacts in a professional manner. | 1 | Application Form / Interview / Assessment |
| 2 f) | Able to understand and apply standard University regulations | 1 | Application Form / Interview |
| 2 g) | Able to organise and prioritise tasks and workload through from initial stage to completion to achieve work schedules and meet deadlines | 1 | Application Form / Interview |
| 2 h) | Commitment to quality compliance and standards. | 1 | Application Form / Interview |
| 3 Experience | | | |
| 3 a) | Experience of providing technical assistance in the specialist areas. | 1 | Application Form / Interview |
| 3 b) | Relevant experience of demonstrating/instructing/supporting 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 focussed service. | 1 | Application Form / Interview |
| 3 d) | Proven track record of working effectively in a team. | 1 | Application Form / Interview |

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| 3 e) | Proven track record of 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 | 1 | Application Form / Interview |
| 3 g) | Experience of undertaking Portable Appliance Testing or willingness to develop this | 1 | Application Form / 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) | Enthusiasm and commitment | 1 | Interview |
| 4 d) | Able to work under pressure and devise own objectives and work to deadlines | 1 | Interview |
| 4 e) | Excellent organisational skills with the ability to achieve agreed objectives in a timely manner. | 1 | Interview |
| 4 f) | Able to adapt to changing demands, procedures and routines | 1 | Interview |
| 5 | Other | | |
| 5 a) | Willing to undertake staff development, which may take place outside the University | 1 | Interview |
| 5 b) | Awareness of the principles of the Data Protection Act, Health and Safety, Prevent, Freedom of Information Act and Bribery Act | 1 | Interview |
| 5 c) | Commitment to the University's policy on equal opportunities and diversity | 1 | Interview |
| 5 d) | Available to work flexibly and at other University and partner sites, to travel as appropriate in order to meet the needs of the services | 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