

## **Job Description**

<b>Position:</b>	Technician / Demonstrator
<b>School/Service:</b>	School of Education & Psychology
<b>Reference:</b>	EDP-093/P
<b>Grade:</b>	Grade 5
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-time
<b>Reporting to:</b>	Head of School of Education & Psychology / Dean of Faculty of Professional Studies

### **Main Function of the Position:**

To act as a support for student learning, teaching and research across the portfolio of academic disciplines including support for students' projects and self-directed study.

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

Provide support for Psychophysiological response measures such as EEG, BIOPAC, Eye tracker, Face reader and movement recorders.

Undertake and oversee Observation and video recording systems used to support the observation and recording of qualitative research, and coding (e.g. NVivo, Noldus Observer).

Curate and oversee Psychometric tests housed in the School's test collection in line with professional, university and corporate data and confidentiality requirements.

Oversee relevant digital equipment e.g. PCs, portable eye-trackers, printers and audiovisual equipment including the development of digital materials and media e.g. development of stimuli materials & preparation of conference poster presentation materials.

Responsible for Stocktaking, ordering, accurate record keeping of equipment and resources.

Developing and managing space booking systems & other related administrative duties

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 equipment and associated processes and first line maintenance.

### **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 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. To deliver and support as appropriate simulated clinical skills demonstrations and assessments to support the development of clinical competence across the range of health care programmes in line with agreed Faculty educational development strategies and priorities.
11. 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.

12. 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
13. To assist in the preparation, mounting and demounting of exhibitions, including degrees, foundation and postgraduate shows both on and off the University premises.
14. 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.
15. 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.
16. Undertake regular stock checks and process orders for the requisition of materials and equipment relevant to curriculum needs and Health and Safety requirements.
17. 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.

**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

<b>Position:</b> Technician / Demonstrator		<b>Reference:</b> EDP-093/P	
<b>Faculty / Service:</b> School of Education & Psychology		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1</b>	<b>Qualifications</b>		
1 a)	Honours degree in Psychology or relevant subject area or equivalent level qualifications.	1	Application Form / Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Good understanding of psychophysiological equipment (e.g. EEG, Face reader, Eye tracker, VR); observation and recording systems; and psychometric test Batteries.	1	Application Form / Interview
2 b)	Good programming skills in one or more languages (Matlab).	1	Application Form / Interview
2 c)	Familiarity with statistical and psychological experimental design packages – SPSS, NVivo, E-Prime, Qualtrics.	1	Application Form / Interview / Assessment
2 d)	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 e)	Ability to provide specialist advice and assistance to students and staff which might include demonstrating the use of equipment, statistical and experimental packages.	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 / Assessment
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 initial stage to completion to achieve work schedules and meet deadlines	1	Application Form / Interview
2 i)	Commitment to quality compliance and 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.	1	Application Form / Interview
<b>3</b>	<b>Experience</b>		
3 a)	Experience of providing technical assistance in the specialist areas.	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 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
<b>4</b>	<b>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)	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
<b>5</b>	<b>Other</b>		
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