



Candidate Information

Position:	Technician
School/Department:	Centre for Biomedical Sciences Education
Reference:	21/109144
Closing Date:	Monday 27 September 2021
Salary:	£28,756 - £33,309 per annum.
Duration:	Monday 11 October 2021

JOB PURPOSE:

To provide effective and efficient technical management of the Anatomy Laboratories and Mortuary Area and ensure the provision of anatomical specimens that will support student learning.

MAJOR DUTIES:

1. Maintain the high standards required by the Human Tissue Act (2004) whilst co-ordinating the operation of the Body Bequest Scheme to meet the needs of Anatomy teaching in the School of Medicine, Dentistry & Biomedical Science.
2. Manage the technical aspects of the Anatomy Laboratories and Mortuary Area to provide the specimens required for practical classes. Ensure the maintenance of high standards in the quality of specimens produced.
3. In consultation with academic staff, to contribute to the development of teaching, by providing specialist know-how and advice in generating ideas/approaches and novel techniques.
4. Supervise students and staff in the Anatomy area and provide specialist technical advice on the current and future requirements of the Dissection Rooms and Mortuary with particular regard to equipment, consumables and methodologies.
5. Contribute to the development and enactment of policies, procedures and plans relating to the Anatomy Laboratory areas, to ensure that all legislative and University requirements are met.
6. Using specialist knowledge, undertake and coordinate the acquisition, preparation (embalming, freezing), storage and disposal (cremation, burial) of cadaveric specimens, taking appropriate actions to ensure effective performance and high standards are achieved and maintained.
7. Be responsible for the continual monitoring of specimens to identify any deterioration of samples and determine remedial action.
8. Ensure there is good record-keeping and maintenance of adequate stocks of cadavers, specimens, equipment and consumables to enable all present and future work to be undertaken.
9. Manage/supervise junior technical staff by setting daily/weekly work plans to deliver specific goals and objectives. This may entail supervision through training, personal oversight, guidance, mentoring and review of personal development.
10. Ensure that any faults or problems are remedied through provision of maintenance, problem-solving and good supervision of junior staff. Significant concerns should be reported via the Chief Technician to the Centre Management Team.
11. Considering the sensitivities of the area and the requirements of the Human Tissue Authority, monitor and maintain the mechanisms and procedures that are in place to ensure security of the Anatomy laboratories, donor documentation and mortuary equipment. Take the lead role in monitoring and maintaining the day-to-day safety in the area. Be a member of the Centre Health & Safety Committee.
12. Provide an on-call service outside normal working hours (in rotation), (including weekends and public holidays) for the receipt of donors under the Body Bequest Scheme. Liaise with the deceased donor's family, funeral directors, medical professionals, coroner's office and Belfast City Council as required.
13. Maintain records and catalogues of the acquisition, use, storage and disposal of all anatomical specimens in accordance with the Human Tissue Act (2004), including those examples that are retained for further study.
14. Ensure that the University's procedures in relation to expenditure in the Anatomy area are strictly adhered to, with accurate costings and best value for money being sought.
15. Undertake any other duties which are appropriate to the post and as may be reasonably requested by the Line Manager.

Planning and Organising:

1. Co-ordinate activities of the area taking into account long term anatomy and teaching related objectives of the unit.
2. Provide a complete technical service, responsible for supporting the needs of staff and providing specialist support to other users of the unit.
3. Determine technical priorities and allocate resources to meet planned objectives and requirements to the needs of the unit.
4. Take note of priorities of the 'end user' in order to facilitate planned objectives and requirements.
5. Using specialist knowledge, contribute to the development of policies, procedures and plans at (i) managerial level, and (ii) at a supporting level to the unit.
6. Plan procedures to ensure use of good practices and that the area is a safe and professional environment in which to work.
7. Use experience to advise colleagues on how to make best use of the resources and facilities of the unit.

Resource Management Responsibilities:

1. Directly supervise and train support staff working in the Anatomy laboratories and Mortuary.
2. Provide advice to academic staff on technical requirements, and on whether budget and staffing levels are appropriate to meet requirements.
3. Assist academic staff in the technical aspects of the organisation of anatomy practical classes and examinations and assist students to acquire the technical skills required in the dissection rooms.
4. Be involved in selection and recruitment of new staff into the area. Be responsible for the forward budgeting and costing of all materials.

Internal and External Relationships:

1. To maintain regular contact with the Chief Technician, academic staff and students across the Centre/School.
2. Communicate directly and appropriately with relatives of the deceased, their medical practitioners, solicitors, funeral directors and Belfast City Council as necessary.
3. Be in regular contact with external agencies and suppliers to ensure purchase of the most appropriate items at the most competitive prices.
4. As required, attend Estates Department meetings and give technical advice on items affecting the unit.
5. Where necessary, source equipment required for specialised installations carried out by the Estates Department and external contractors.

ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications i.e. HND/HNC and/or NVQ level 4 in relevant subject (or equivalent).
2. At least 3 years relevant work experience to include:
Experience of working with human cadaveric material, including embalming, laboratory working, cadaver storage and disposal of human remains.
3. Comprehensive technical knowledge and experience in own scientific or technical specialism.
4. A knowledge of the requirements of the Human Tissue Act (Anatomy Sector) as it applies to acquisition, storage, use and disposal of human anatomical specimens.
5. Well-developed understanding of relevant regulations and procedures including Health and Safety requirements.
6. Skills in managing resources.
7. Well-developed analytical and problem solving capability.
8. Well-developed communication skills.
9. Demonstrable experience in training of staff in use of equipment and techniques in area of expertise.
10. Ability to plan and allocate work and responsibilities using discretion to determine priorities and resolve conflicts.
11. Ability to meet targets and deadlines.
12. Must possess strong supervisory skills and have the ability to be empathic and sensitive with donor relatives.
13. Willingness to work with human cadaveric material.
14. Willingness to be on-call outside of normal working hours, when required.

DESIRABLE CRITERIA:

1. Experience of providing technical support in a university anatomy school.