



Candidate Information

Position:	Technician
School/Department:	Centre for Medical Education
Reference:	22/109733
Closing Date:	Thursday 19 May 2022
Salary:	£24,871 - £28,756 per annum
Anticipated Interview Date:	Thursday 9 June 2022
Duration:	Permanent

JOB PURPOSE:

To provide specific technical support to Clinical Skills (including simulation) teaching and assessment in the Centre for Medical Education, School of Medicine, Dentistry and Biomedical Sciences (SMDBS).

MAJOR DUTIES:

1. Provide technical support in the day to day running of the CSEC and other areas where Clinical Skills may be taught (such as InterSim and the Health Skills Hub (HSH) as appropriate).
2. Provide detailed technical advice and guidance to students/staff as appropriate.
3. Set up teaching equipment for use by academics and students in practical teaching and assessment, including but not limited to, set up and maintenance of clinical skills manikins.
4. As a member of the CME/CSEC team, you will be involved in developing innovative projects.
5. Deliver training to Students and Staff in the use of clinical skills manikins.
6. Maintain and operate computer controlled CCTV, and range of AV equipment, providing learning resources as required.
7. Responsible for the capture, editing, authoring and production of video training material for internal and external use.
8. Maintain, clean, test, fault finding and repair equipment/apparatus (or organise repair) to ensure it is safe to use and complies with relevant statutory safety regulations. Maintain accurate records and draft documentation and reports of conclusions.
9. Accepting and checking, via delivery notes, consumable items and transporting them to the appropriate location, and storing as detailed.
10. Responsible for maintaining levels of stocks/stores (including but not limited to inventories of assets) and ensure that equipment/consumables and work area are ready to use when required.
11. Contribute to and make recommendations on the development of new or improved methods and techniques.
12. Contribute to effective teamwork and relationships within the clinical skills centres and InterSim, and create an environment that is conducive to the work agenda.
13. Assist with the development of Health and Safety procedures within CSEC.
14. Comply with Health and Safety procedures affecting self and others.
15. Collecting and disposal of waste in accordance with Institution's policies.
16. Any other duties commensurate with the grade and level of responsibility of this post for which the post holder has the necessary experience and/or training.
17. There will be a requirement to work some weekends and evenings.

ESSENTIAL CRITERIA:

1. *Academic and/or vocational qualifications i.e. HND/HNC and/or NVQ level 4 (or equivalent) in Computers/Electronics.
2. *Three years' experience in a technical or clinical role.
3. *Experience in the Operation and maintenance of AV / IT systems and camera recording equipment.
4. *Experience in video capture, production, editing and streaming.
5. *Experience of stock control and database management.
6. Working knowledge of Teams and MS Office software.
7. Well-developed understanding of Health and Safety requirements.

8. Good communication and interpersonal skills.
9. Excellent organisational skills.
10. Ability to work as part of an enthusiastic and motivated team.
11. Ability to plan own work schedule responding to new pressures and adjusting priorities.
12. Analytical and problem solving skills.
13. Ability to provide standard guidance and advice to junior colleagues/students.
14. On occasion will be required to work outside normal working hours (evenings/weekends).

DESIRABLE CRITERIA:

1. *Experience in working in a Simulation / Clinical Skills Teaching facility or a relevant subject.
2. Specialist skills and knowledge relevant to the job.
3. Experience of AV-over-IP networks and CCTV.
4. Experience of working with students.
5. Experience in stock procurement and control.