



Candidate Information

Position: Clinical Techniques Laboratory Co-ordinator
School/Department: School of Medicine, Dentistry and Biomedical Sciences
Reference: 23/111029
Closing Date: Monday 17 July 2023
Salary: £36,333 - £43,155 per annum.
Anticipated Interview Date: Wednesday 2 August 2023

JOB PURPOSE:

You will manage all aspects of the Clinical Techniques Laboratory (CTL) in the Centre for Dentistry. This will include procurement of materials, equipment and consumables for all teaching classes in the CTL. You will have responsibility for ensuring all technical equipment is fully serviced and maintained, and all teaching material is available for all courses. You will work closely with teaching staff and provide support and assistance in the delivery of teaching and the preparation and scheduling of assessments. You will also have responsibility for health and safety in the laboratory.

MAJOR DUTIES:

1. Manage the sourcing and procurement of all materials, equipment and consumables required to ensure successful delivery of all CTL-based teaching in the undergraduate curriculum.
2. Liaise closely with external companies to ensure both the cyclical and response maintenance of all technical equipment in the CTL.
3. Provide specialist support and assistance for all teaching courses run within the laboratory.
4. Work alongside course leads to produce teaching materials (including for online learning) and visual aids to support the relevant teaching programmes.
5. Contribute to the teaching and assessment of core dental skills across the undergraduate curriculum.
6. Contribute to, and provide practical support for, assessments in the CTL.
7. Ensure the teaching laboratory complies with the University's policies and procedures in relation to good laboratory practice, including health and safety at work, COSHH regulations, infection control, and all local safety rules regarding fire and chemical hazards.
8. Contribute to pastoral support in the Centre.
9. The duties of the post outlined above are not exhaustive, and the post holder will be expected to be co-operative and flexible, undertaking such administrative and other duties as may from time to time be reasonably expected of a member of this grade of staff in a university.

ESSENTIAL CRITERIA:

1. Registered as a Dental Care Professional or Dentist with the UK General Dental Council or equivalent.
2. Relevant experience as a Dentist or Dental Care Professional.
3. Experience of maintaining stock control procedures and ordering of consumables.
4. Good presentation skills.
5. Well-developed communication and interpersonal skills, with the ability to communicate complex information effectively.
6. The ability to organise workload and prioritise competing demands.
7. Commitment to working collaboratively to advance the teaching priorities of the Centre and School.
8. Ability to use initiative and judgement to resolve problems.
9. Flexible, willing to adapt to new tasks and duties.
10. Willingness to work outside normal hours as required.

DESIRABLE CRITERIA:

1. Recognised relevant teaching qualification.

2. Previous experience in project management.
3. Evidence of experience in managing budgets.
4. Previous relevant experience in teaching dental students or dental care professional students.
5. Experience of working with information technology and software including Word, Excel, PowerPoint, audio-visual resources and equipment, and mobile devices.
6. Skills in managing and motivating staff.
7. Enthusiasm for teaching undergraduate students.