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|  | **Job Description** |

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**Post/Job Title: Healthcare Skills Technician**

**Ref: 329**

**Location: Bournemouth Gateway Building, Lansdowne Campus**

**School/Support Service: Health and Social Sciences**

**Normal hours per week: 1FTE – full time at 37 hours per week**

***(Some flexibility will be required in order to ensure that key time scales and deadlines are met).***

**Grade: Grade 3**

**Accountable to: Healthcare Skills and Technology Team Leader**

# **Job Purpose**

As part of an established technician team, this role is focused on working with colleagues to provide support for the safe and efficient functionality of healthcare skills facilities and equipment across the Faculty of Health and Social Sciences, based in our Bournemouth Gateway Building, Lansdowne Campus. The role requires the set up and clear away of practical classes, purchasing required equipment and consumables, arranging scheduled servicing and a willingness to engage with current and new simulation-led technology.

**Main Responsibilities**

1. To set up and clear away equipment and consumables for practical classes to meet the needs of staff and students, as per the skills timetable.
2. To support all users in the use of skills equipment for teaching, practice development and research as required.
3. To ensure all skills room equipment is in good working order, meets relevant health and safety conditions and is stored appropriately.
4. To ensure the efficient running of the skills rooms, including first line maintenance and all service contracts, maintaining appropriate registers and inventory databases.
5. To ensure skills rooms are ready and equipped at the start of and throughout each term, supporting the team in the regular purchase, receipt and storage of equipment and consumables.
6. To monitor equipment usage and co-ordinate equipment loan processes where appropriate, under the guidance of the Team Leader.
7. To work with the skills teams to maintain an inventory of all open and flexible learning materials and monitor their use, reporting to the individual practice skills teams.
8. To work with our IT and Learning Technologist colleagues to support the use of technology within the skills settings.
9. To take a key role in health & safety matters within the skills rooms, working to ensure a safe environment in compliance with BU and Health and Safety regulations and maintaining appropriate records under the guidance of the Team Leader and in liaison with other relevant staff (e.g. COSHH assessors).
10. Participating actively in process reviews to ensure efficient operation of the skills rooms.
11. Any other duties within the scope and grade of the post as directed by line management.

**Information Governance Responsibilities**

Data User

1. Comply with the associated data protection, information security, information management

and information technology regulations, policies, processes and procedures.

**Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU’s Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

**Additional Information**

NB: The post holder must at all times carry out their responsibilities with due regard to the University’s Dignity, Diversity and Equality Policy Statement.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

All employees have an obligation to be aware of the Universities Environmental Policy, Carbon Management Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmental responsible manner.

**February 2025**

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|  |  **Person Specification** |

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| Post / Job Title: Healthcare Skills Technician  Post No: 329School / Service: Faculty of Health and Social Sciences Date: February 2025  |
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| **SELECTION CRITERIA**  | **E**ssential / **D**esirable |
| Knowledge (including experience & qualifications |  |
| Experience of working in a manual handling environment | D |
| Experience in supporting skills areas / laboratories in an educational or healthcare setting | D |
| Experience of health & safety requirements and knowledge of risk assessment techniques | D |
| Health, social care or educational background | D |
| Experience of working with HE students | D |
| **Skills**  |  |
| Excellent inter-personal & communication skills | E |
| Excellent organisational skills | E |
| Good IT skills to include word processing, spread-sheets, database management, email | E |
| Experience in VR/simulation equipment/IT platforms | D |
| Ability to respond to change and keep up to date professionally | E |
| Trained in manual handling | D |
| Ability to undertake manual handling duties | E |
| **Attributes**  |  |
| Approachable and helpful nature | E |
| Willingness to learn and engage | E |
| Ability to communicate at all levels | E |
| Good team member but with ability to work unsupervised | E |
| Ability to work across HSS Campuses occasionally as required (Portsmouth/Yeovil) | E |