



Job Description

Post/Job Title:	Healthcare Skills & Technology Team Leader
Ref:	223/ POSN103905
Location/Building:	Bournemouth Gateway Building, Lansdowne Campus
Faculty/Professional Service: Faculty of Health & Social Sciences (FHSS)	
Group/Section:	Operations
Normal hours per week:	1FTE (some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	6
Accountable to:	Operations Manager, FHSS Faculty Practice Simulation Lead

Job Purpose

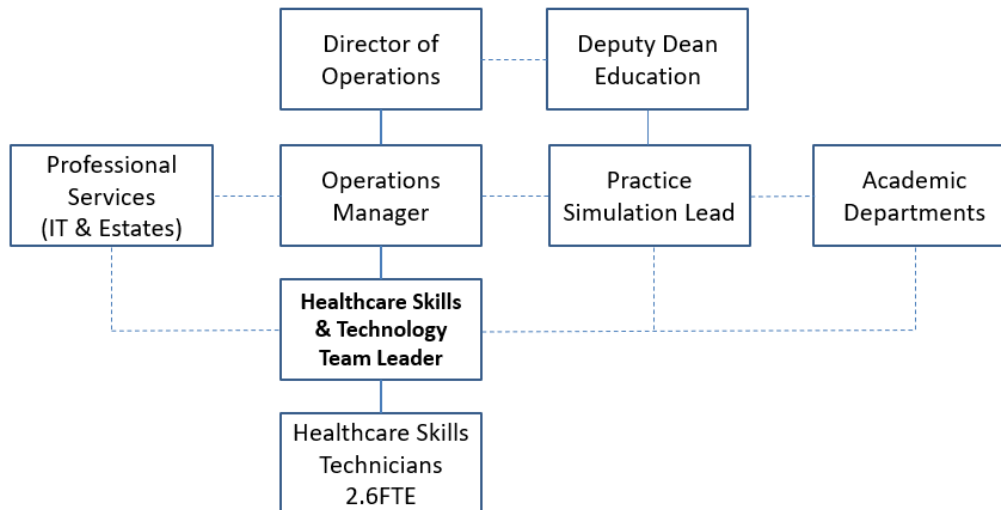
Located within the FHSS Operations team, based in the Bournemouth Gateway Building and working closely with the Faculty Practice Simulation Lead and academic departments, the post-holder will develop and manage technology-based approaches to healthcare simulation. The role will support academic colleagues in the preparation and planning of skills sessions and provide day-to-day management to the Healthcare Skills Technicians team. The post-holder will be an essential link between Faculty staff, IT Services, Estates, Legal Services and other BU departments to ensure well planned, sustainable and successful development of simulated healthcare education.

Main Responsibilities

1. To provide advice and guidance to all FHSS staff involved in the delivery of simulation and clinical skills on the design, delivery and pedagogic implications of different simulation and practice skills approaches and tools.
2. To advise, develop and enhance creative use of simulation technology in partnership with academic staff, demonstrators, and technicians, delivering a high-quality service in compliance with BU academic standards and with all relevant copyright, accessibility and information security legislation.
3. To support the development and strengthening of staff capabilities through delivery of a faculty programme of training via various methods (online simulation platforms, virtual reality, face-to-face, one-to-one and groups).
4. To evaluate, integrate and exploit simulation resources, including the development of new working practices in order to derive maximum benefit from the faculty's investment in simulation.
5. To maintain a personalised relationship between the FHSS Operations, IT Services and academic departments driving culture change through liaison, advocacy and the fostering of stakeholder engagement with simulation tools.

6. To lead and manage the FHSS Healthcare Skills Technicians team, ensuring they effectively undertake their roles and providing support and development as necessary.
7. To support satellite sites (including Portsmouth and Yeovil) in the development and ongoing delivery of skills.
8. To develop and operate effective systems for tracking, management, storage and use of Faculty assets in relation to healthcare skills and simulation and ensure timely maintenance of equipment.
9. To ensure ongoing service resilience of simulation equipment and software by contributing to the system administration and development of an accessible and reliable learning environment, including the testing of upgrades and resolution of support requests and incidents, working with IT Services as required.
10. To represent the Operations Manager and/or the FHSS Practice Simulation Lead in appropriate meetings and forums, developing close relationships with all necessary BU stakeholders including IT Services, Legal Services, Estates, Procurement and the central BU TEL team.
11. Work with academic staff to keep up to date with new developments in healthcare simulation practice and digital learning tools, in order to contribute to FHSS simulation planning activities; and to identify and evaluate simulation tools, new approaches and the embedding of digital literacies in the academic context.
12. To maintain a programme of personal skills development to ensure a relevant and evolving skillset.
13. To engage with the sector's professional knowledge base through relevant activities which promote exploration and understanding of learning and technology as applied to the Faculty's practice simulation strategy.
14. Any other duties as specified by the FHSS Operations Manager or Practice Simulation Lead.

Organisation Chart



Dimensions

- **FHSS has around 3000 full time students and 200 staff, of which over half are engaged with regulated healthcare programmes**
- **Programmes include Adult, Mental Health and Child Nursing, Midwifery, Paramedic Science, Occupational Therapy, Physiotherapy and Operating Department Practitioner**
- **FHSS has campus sites in Bournemouth, Yeovil (Nursing) and Portsmouth (Midwifery)**

Contacts

Internal:

Faculty academic leaders and departmental staff
Faculty operations staff
IT Services
Estates Department
Centre for Excellence in Learning team
FHSS students

External:

Third party software suppliers and organisations
Relevant professional, statutory and regulatory bodies (PSRB)
Sector agencies and organisations
All relevant education enhancement, learning technology and study skills organisations
Other academic institutions

Challenges

- Working within a rapidly changing technological field, often with new systems that require integration with BU's existing systems, policies and procedures.
- Fostering widespread engagement with and use of simulation technologies.
- Meeting Faculty objectives within agreed IT, Finance, Legal and quality protocols.
- Contributing to the development of simulated learning technology and advice within the context of rapid developments and cross-departmental collaboration.

Information Governance Responsibilities

Data User

- i. 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 barred 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 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.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

October 2024



Person Specification

Post / Job Title: Healthcare Skills and Technology Team Leader	Post No: 223/POSN103905
Faculty / Service: Faculty of Health & Social Sciences	Date: October 2024
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Graduate / postgraduate in a related discipline, or equivalent experience in a technology related role	E
Knowledge of educational practice and learning resource needs in higher education	D
Knowledge and understanding of systems, tools, their varied applications and potential for innovative practice as applied to healthcare or other related sectors	D
Experience of coordinating and delivering staff development sessions (online, face-to-face, one-to-one and groups)	D
Knowledge of design and implementation of engaging online guidance, training materials and technical documentation	E
Awareness of issues related to the use of resources such as copyright, data protection, academic integrity, accessibility etc.	E
Knowledge of virtual reality applications	D
Ability to manage and ensure delivery of a complex range of skills activities	E
Demonstrable team management and leadership experience	E
Proven experience of driving cultural change within an organisation through initiative and diligence	E
Skills	
Excellent communication and interpersonal skills, able to build relationships with stakeholders at all levels	E
Organisational and administrative skills, able to manage a changing workload and prioritise tasks effectively with attention to detail and quality	E
Effective presentational skills	E
Excellent team working skills, able to work collaboratively to enhance service delivery	E
Problem solving and analytical skills	E
Ability to develop and apply simulation solutions, approaches, systems and hardware equipment	D
Attributes	
Ability to work on own initiative and be proactive	E
Able to work across cross-departmental partnerships	E
Ability to work regularly across satellite campus locations (including Portsmouth and Yeovil) to support the development and growth of practice simulation	E
Commitment to staff and student support, problem resolution and delivery of service excellence	E
Enthusiasm for and the ability to contribute to the further development of the Faculty	E
Actively engages with personal and professional development	E
Able to learn software quickly and independently	E
Maintains an awareness of evolving sector developments	E