

Position / Job Title:	Psychology Technician
Ref:	105 /
Location/Building:	Talbot Campus/Poole House
Faculty/Professional Service:	Faculty of Science and Technology
Group/Section:	Psychology
Normal Hours per Week:	37 (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	4
Accountable to:	Deputy Head of Department

Job Purpose

To undertake specialist technical services within the Psychology Department to support learning & teaching, research and income generating activities.

Main Responsibilities

The post-holder will:

- 1) Undertake technical support activities to achieve an efficient and effective service in providing teaching and learning, practical work, project and income generating activities.
- 2) Provide practical and technical support to undergraduate, postgraduate and research student projects.
- 3) Manage the booking system for the experimental facilities, equipment and staff and student time using dedicated software.
- 4) Be responsible for the booking and recording of the student research participation scheme, ensuring the database is functioning and up to date.
- 5) Perform administrative duties as appropriate for the position (e.g. records of laboratory equipment, locations and installed software for licence purposes).
- 6) Manage and be responsible for the specification, commissioning, maintenance and future enhancements of specialist laboratory facilities for the Psychology Department.
- 7) Ensure a safe working environment within all the specialist laboratories and facilities in the Psychology Department.
- 8) To support all users in the use of skills equipment for teaching and learning and research as required.
- 9) Support the development of practical exercises, demonstrations, and other learning packages for student use and demonstration at open days.
- 10) Manage ordering, storage, handling, processing & disposal of laboratory consumables.
- 11) Carry out day-to-day maintenance of laboratory equipment.

- 12) Be available where possible during scheduled laboratory sessions to assist laboratory users (staff and students) with immediate problems.
- 13) Perform administrative duties as appropriate to the responsibilities / position.
- 14) Maintain personal and professional development in line with an agreed appraisal programme to enhance personal contribution to learning and teaching.

Organisation Chart

Executive Dean of Faculty
Head of Department
Deputy Head of Department
Post Holder

Contacts

Internal:

Technician team within the Faculty, Academics at all levels in the Psychology Department, Other staff in the Faculty, Professional Services and University as appropriate.

External:

Specialist Equipment and Service providers. Technical Support groups and forums.

Challenges

To maintain a high level of experience and in-depth knowledge of existing and emerging technologies to be able to support staff, students and researchers in various activities.

To deliver technical solutions within critical deadlines.

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 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

This role requires some flexibility in working hours and may require the postholder to work some evenings.

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.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

April 2024



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Faculty/Service: Faculty of Science and Technology	Date: April 2024
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Higher Education qualification in a relevant subject or an appropriate level of technical ability	E
Relevant professional qualification and evidence of continuing professional development	D
Substantial relevant experience in psychological experimental techniques	E
Experience in an psychology laboratory and/or educational environment	E
Experience in the day-to-day maintenance of laboratory equipment	D
Knowledge of relevant software packages	D
Understanding of Experimental Procedures and Processes	E
Sound understanding of Health and Safety Legislation relating to a laboratory environment	E
Experience of experimental data collection techniques and technologies	D
Skills	
Ability to interact effectively with a range of stakeholders including staff at all levels, students and external organisations	E
Laboratory equipment maintenance	E
IT skills	E
Experiment Development skills	E
Ability to prioritise successfully to competing demands	E
Excellent communication skills	E
Attributes	
Ability to assimilate complex technical requirements	E
Well organised and adaptable when dealing with competing priorities	E
Proactive and independent approach	E
Commitment to the role and flexibility in work practices	E
Sympathetic approach in dealing with students	E
Motivated to achieve the requirements and demands of the role	E
Ability to work as a team member	E