

Job Description

Post/Job Title:	Healthcare Skills Technician
Ref:	574
Location:	Bournemouth Gateway Building, Lansdowne Campus
School/Support Service:	Health and Social Sciences
Normal hours per week:	0.6FTE – Examples (0800-1230 Mon to Fri) (0800-1630 3 days a week) <i>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</i>
Grade:	Grade 3
Accountable to:	Healthcare Skills and Technology Team Leader - HEMS

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, Environment & Medical Sciences (HEMS), based mainly within our Bournemouth Gateway Building, Lansdowne Campus. The role requires the set up and clear away of practical classes, purchasing required equipment and consumables, conducting minor equipment repairs, 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. To maintain and undertake basic repairs of equipment where possible.
12. To assist with the relocation of resources to training facilities.
13. Any other duties within the scope and grade of the post as directed by line management.

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 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.

December 2025

Person Specification

Post / Job Title: Healthcare Skills Technician	
Post No: TBC	
School / Service: Faculty of Health, Environment & Medical Sciences (HEMS)	
Date: January 2026	
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Experience of working in a manual handling environment	E
Experience in supporting skills areas or laboratories in an educational or healthcare setting	D
Knowledge of health and safety requirements, including experience of risk assessment techniques	E
Background in health, social care, or education	D
Experience of working with higher education students	D
Skills	
Excellent inter-personal & communication skills	E
Excellent organisational and time-management skills	E
Good IT skills to include word processing, spreadsheets, database management and email	E
Experience with VR/simulation equipment and/or relevant IT platforms	D
Ability to respond positively to change and maintain up-to-date professional knowledge	E
Manual handling trained	D
Ability to undertake manual handling duties safely and effectively	E
Experience using tools and carrying out minor equipment repairs	D
Attributes	
Approachable, professional, and helpful manner	E
Demonstrates a willingness to learn, develop, and engage	E
Ability to communicate effectively at all levels	E
Effective team member with the ability to work independently and with minimal supervision	E
Approachable and helpful nature	E
Willingness and ability to work across campuses areas as required (Portsmouth and Yeovil) and Bournemouth Sites	E
Flexible and adaptable, able to manage changing priorities and short-notice requests	E
Demonstrates initiative in managing own workload and responsibilities	E