



UNIVERSITY of
BRADFORD

Teaching Technician Optometry and Vision Sciences

Grade 5

Faculty of Life Sciences



Job Description and Person Specification

Job Title:	Teaching Technician
Grade:	5
Vacancy Reference:	
Faculty / Directorate:	Life Sciences
Service / Department:	Technical Services
Location:	Main campus
Reports to:	Teaching Technical manager and Head of School
Responsible for:	

Main Purpose

- To provide flexible and pro-active technical support for Optometry and the Eye Clinic in the Faculty of Life Sciences (FoLS), developing specialist practical skills to support the provision of high-quality teaching, research and knowledge exchange activities.
- To work with minimal instruction and supervision, contributing to the work of the faculty-wide team of teaching technicians and working with academic staff to ensure the smooth running of laboratory classes and projects and to assist with the implementation of Health and Safety regulations within the laboratories.
- To work effectively as part of a wider teaching technical team. The postholder will help ensure that all practical classes, workshops, and practical examinations across their specialist area are supported. Where necessary and appropriate the postholder will provide cover for other members of the team.

Main Duties and Responsibilities

1. Provide technical support for undergraduate and postgraduate teaching in this specialist area, responsible, following consultation with academic staff as necessary, for the preparation, laying out and clearing away of Optometry practical classes, ensuring that the laboratories and contents are left safe and secure.
2. Provide technical training, mentoring, instruction and guidance for colleagues/students where required.
3. Provision of accessible support to students working independently in Optometry laboratories.

4. Supporting the maintenance and development of laboratory infrastructure across the School.
5. Ensuring that The Eye Clinic is maintained to safe and professional standards suitable for use by external visitors/the general public.
6. Preparation of laboratories to ensure an efficient turnaround between practical sessions. Assisting in the forward planning and coordination of technical support in the specialist areas. This includes discussing practical requirements for each module with academic staff ahead of classes and cascading information to the technical team.
7. Stock management, including the purchasing, preparation and maintenance of adequate supplies. Utilising the university ordering system (ES) and following all related policy and procedures.
8. The inspection of equipment and instruments to ensure they are working within specification, identifying faults, performing maintenance, and following all related policy and procedures.
9. Provide support for practical teaching as a demonstrator/assistant to the academic lead in practical classes, interact with students by the demonstration of equipment, explanations of safe use and the analysis of data to ensure learning objects are met.
10. To communicate any laboratory issues to Lead Teaching Technician and/or professional services and update academic staff of potential delays which may impact on their work.
11. To participate in Technical staff duties e.g. Portable Appliance Testing.
12. Develop and review Standard Operating Procedures, Safe Systems of Work documents, and contribute to risk assessments relevant to their role and in accordance with instruction or training received.
13. Ensuring that health and safety requirements are adhered to, working in accordance with guidance regulations from HSE and in line with UoB policies, including special requirements for minimising biological and chemical hazards.
14. Responsible for safe and correct disposal of laboratory waste, maintaining general laboratory tidiness and good housekeeping.
15. To participate in the safe cleaning and decontamination of laboratory areas and equipment. Identifying, neutralising and safely disposing of waste chemicals. Provision of clearance to work certificates and other duties to facilitate lab clearances and work in a safe and efficient manner.
16. Reporting service faults to the Estates department/Technical Manager (Estates and Facilities). Assessing the nature and urgency of the fault, and liaising with Estates personnel until resolved.
17. To cooperate with other specialist technicians in order to help deliver other practical's within Optometry and Vision Science, developing the necessary skills as required.

- 18.To provide flexibility when needed, giving appropriate technical support within the scope of competence, to other areas within FoLS, including student experience, research, and knowledge transfer activities.
- 19.To provide assistance in the planning, preparation, operation and clear-up of practical sessions for open days, visit days, and similar activities, when required.
- 20.Work as a member of the wider Faculty Team to fulfil duties commensurate with the grade and nature of the post.
- 21.To provide appropriate support to University level recruitment events such as Clearing, in consultation with the relevant manager.
- 22.Maintain and actively pursue continual professional development.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

University of Bradford

Values

We will be an organisation that embodies our values in everything we do. These values are:

- **Excellence** is at the heart of everything we do
- **Trust** is the foundation of our relationships, underpinned by integrity in everything we do
- We give invention light and celebrate creativity and **innovation**
- **Inclusion** - diversity is a source of strength and must be understood, valued, supported and leveraged

Embedding these values across the University will shape our culture and drive our performance.

It is the responsibility of every employee to uphold the University values.

Equality, Diversity and Inclusion (EDI)

The University of Bradford is widely recognised as an Equality, Diversity and Inclusion (EDI) leading institution. Our EDI vision is to bring about, and be recognised as an exemplar of transformational diversity, inclusion and social mobility and emphasise the critical role of leadership in embedding intersectional EDI in order to make our diversity count and deliver impact.

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality, values diversity, and supports inclusivity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

Training

Employees must complete any training that is identified as mandatory to their role. Training should be accessed locally by agreement with line managers and through the University's People and Organisational Development Service. Mandatory training must be completed on commencement of the role, without delay.

Health, Safety and Wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the University's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

Information Governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University. This may be in paper, electronic or other formats. An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

This means that employees are required to uphold the confidentiality of all data, information and records and to ensure they are recorded to appropriate data standards and to the relevant electronic system or manual filing system in order to maintain their accessibility and integrity.

To support these requirements all employees must adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security at all times.

Additionally, employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

Criminal Record Disclosures and Working with Vulnerable Groups

Depending on the defined nature of your work and specialist area of expertise, your role may be exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. In these circumstances, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the course of your employment, you must notify your line manager if you are charged with a criminal offence (excluding motoring fixed-penalty convictions). Failure to notify the University of a criminal conviction could lead to withdrawal of a job offer where employment has not commenced, or disciplinary action for employees in post. All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and procedures and the Safeguarding Vulnerable Groups Act 2006. Where appropriate, employees will be given the necessary training to enable them to adhere to these requirements.

University Policies and Procedures

The University operates a range of policies, procedures and formal guidance (available on the University intranet and ServiceNow). All employees must observe and adhere to the provisions outlined in these documents.

Post Specification

Teaching Technician

Faculty of Life Sciences – Technical Services

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE English and Maths or equivalent• Level 3 qualification or higher in a related discipline or equivalent experience	<ul style="list-style-type: none">• Good Honours degree in Life Sciences discipline or equivalent• Member of a relevant professional body e.g Worshipful Company of Spectacle Makers• Registered Technician or Scientist or prepared to work towards attaining registration
Experience, Skills and Knowledge	<ul style="list-style-type: none">• Experience of setting up basic equipment, demonstrations or applications in a relevant discipline area.• Experience of working in a Life Science laboratory environment.• Experience of collaborative working in a relevant environment, to achieve team objectives.• An ability to work on own initiative to broad objectives with minimal supervision.• Ability to plan and organise to meet set objectives within deadlines.	<ul style="list-style-type: none">• Experience of a variety of aspects of work within one or more life science disciplines.• Experience of demonstrating in an educational setting.• An understanding of the requirements of Data Protection.• Good understanding of statistical analysis using software such as Prism.• Good understanding of Project Management.

	Essential	Desirable
	<ul style="list-style-type: none"> • Clear written and oral communication skills with the ability to explain technical information that promotes understanding. • Good data management, analytical and computing skills including working with Microsoft office, e-mail and web based applications. • Familiarity of health and safety procedures, including COSHH and risk assessments, within a laboratory environment. • Accuracy and attention to detail, with an ability to keep accurate records in relation to experiments. • Willingness to provide support to other less experienced staff. • Responsive and flexible attitude with a customer focussed approach. 	
Job Specific Requirements (please delete this section if not applicable)	<ul style="list-style-type: none"> • This role involves work primarily in the Optometry laboratories and the role holder may be exposed to primarily physical, biological and chemical hazards. • Therefore, the individual will be required to make use of appropriate PPE and safety equipment. • This role will require the postholder to engage with certain University events such as Clearing, 	<ul style="list-style-type: none"> • To participate in annual health attendance monitoring and attend occupational health if required.

	Essential	Desirable
	and Open Days, which may require very occasional weekend and evening work.	
Personal Attributes	<ul style="list-style-type: none"> • An ability to manage and respond to conflicting deadlines. • Flexibility and willingness to learn new skills. • Demonstrable evidence of commitment to professionalism, including the development of relevant skills, knowledge and experience. • Ability to role model the University’s commitment to Equality and Diversity. • Encouraging participation and openness. • Encouraging creativity and innovation. • Supporting academic freedom and respecting the right to express diverse points of view;. • Providing equal opportunities for all staff and students to achieve their full potential;. • Applying the best ethical standards in everything we do. 	<ul style="list-style-type: none"> • Ability to forward plan and be pro-active.