|  |  |
| --- | --- |
| Last updated: | <3/10/24> |

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Senior Biomedical Electronics Research Technician** | | |
| Academic Unit/Service: | ECS | | |
| Faculty: | FEPS | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 4 |
| \*ERE category: | n/a | | |
| Posts responsible to: | David Oakley | | |
| Posts responsible for: |  | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

|  |
| --- |
| Job purpose |
| Ensure efficient running of the Centre for Hybrid Biodevices (CHB) facilities in B85.  Provide specialised technical advice and support to the biomedical engineering research group, ensuring H&S compliance, equipment training, organisation of H&S meetings and safety audits.  Provide specialist cleanroom technical expertise to fabricate a wide range of bio-electronic devices  Organise and assist with induction of new research staff and students into the facilities  Ensure operational Health and Safety of ECS Research Laboratories is maintained at the highest levels, coordinate best practice and ensure relevant University Health and Safety policy and procedures and followed at a satisfactory level. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Manage all aspects of the CHB Laboratories, to support the  Biomedical Electronics research group in Building 85 and other approved users (internal  and external), Ensure compliance with health and safety processes within the work  environment, procurement and sustainability.  Oversee H&S inductions, compliance and management of CHB H&S, compliance of audits (bio/chemical), gas safety, specialist equipment maintenance schedules and operating procedures, training, equipment diagnosis, biological containment hazard group 1 and 2, emergency and waste disposal processes followed, and data storage CHB SharePoint for all lab users. | 50 % |
|  | Plan and deliver specialist fabrication and expert use of multi-specialised equipment in the ZI Mountbatten Cleanroom complex to support research projects | 20 % |
|  | To ensure accurate completion of all documentation, reports and records. | 10 % |
|  | To ensure equipment in the work environment is maintained in accordance with technical and health and safety procedures, diagnosing faults and repairing apparatus as necessary. | 5 % |
|  | To advise on the pricing and purchasing of equipment and consumables and ensure adequate stocks of supplies, ensuring finances and work resources are monitored efficiently and appropriately. | 3 % |
|  | Advise and train users in techniques and the safe and effective use of equipment. Communicating and liaising with all internal and external users of technical service. | 3 % |
|  | To attend internal H&S Forum and committee meetings (ECS, Life Sciences, ZI Cleanroom)  to ensure relevant work issues are represented and addressed. | 2 % |
|  | Advise and train students and post docs in fabrication techniques to support their specific projects as required. | 2% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
| --- |
| ECS Prof Hywel Morgan and DHBE research group  ECS Outreach Summer School students  CHB lab users from other ECS groups and departments/faculties (Chemistry, Medicine, ZI Cleanroom and ECS TAE staff)  External suppliers, procurement and contractors  B85 Facilities managers  ZI clean room contractors  External research collaborators, organisation and companies |

| Special Requirements |
| --- |
| Willingness to undertake clean room processes and tracking of budget expenditure (following training)  Willingness to undertake Health and Safety training specific to role. |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant technical support roles and job-related training.  Experience of applying understanding of specialist technical equipment, processes and procedures.  Able to demonstrate a good understanding of technical processes relating to work area.  Ability to make effective use of standard office computer systems including word-processing and spreadsheets. | Relevant degree (or equivalent qualification or experience).  Financial administration/budget monitoring experience.  Able to apply experience and  awareness within specialist field.  Able to appreciate University  priorities and to apply these in  managing work outcomes. | CV and interview |
| Planning and organising | Able to progress a broad range of  activities within professional  guidelines and in support of  University policy.  Experience of successful project  management. |  | CV and interview |
| Problem solving and initiative | Experience of contributing innovative ideas in order to solve technical problems.  Experience of using judgement to find solutions to problems for which no standard procedure exist. |  | CV and interview |
| Management and teamwork | Experience of providing training to colleagues and students in relation to technical tasks  Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together.  Able to collaborate professionally  and effectively with colleagues at all  levels inside and outside the  organisation. | Successful supervisory experience.  Ability to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required. | CV and interview |
| Communicating and influencing | Able to elicit information to identify specific customer needs.  Able to offer proactive advice and guidance on technical processes and procedures.  Able to communicate and liaise with users of the technical services, both internal and external to the department. |  | CV and interview |
| Other skills and behaviours | Experience of managing a complex laboratory environment |  | CV and interview |
| Special requirements | Willingness to undertake Health and Safety training specific to role. | Experience in overseeing Health and  Safety and safe working practice in  laboratories | CV and interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

|  |  |
| --- | --- |
| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) | x |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | x |  |  |
| Frequent hand washing | x |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles (eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) | x |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |