

Job Description

Prifysgol Wreccsam
Wrexham University



Faculty/Department	Social and Life Sciences/Sport and Exercise Sciences
Section	Sport and Exercise Science
Job Title	Technician Demonstrator in Sport Science
Reports to	Principal Lecturer / Professional Lead Peripatetic
Grade	O&A4

Job Overview

The post holder will contribute technical and practical support for the delivery of academic programmes across the Faculty and ensure the student experience is continually enhanced. There is an expectation that the post holder will support a broad range of activities within the faculty. Where appropriate, the post holder will contribute to commercial and other income generation activity.

Principal Accountabilities

Supporting the effective delivery of teaching, research, and practical activities within the laboratory and field environment.

Instructing students and staff in the correct and safe use of specialist scientific equipment, including but not limited to Cortext Metalyser, Qualysis, VALD and Isokinetic Dynamometer systems.

Maintaining and calibrating this high-end instrumentation to ensure optimum performance and reliability.

Manage laboratory bookings, maintain safe and functional laboratory environments, and ensure full compliance with health and safety standards by preparing comprehensive risk assessments and COSHH documentation.

Key Tasks

Teaching & Learning Support

- Provide technical support to academic staff in setting up and clearing away experiments related to teaching and research, across all areas and lab/workshop spaces in the relevant subject area in the faculty.
- Supervise students during technical experiments and tasks.
- Assist students with individual or small group projects.
- Prepare and deliver specialist workshops to students.
- Introduce a range of technical skills effectively, not only to students specialising in these technologies but also to students from outside the subject workshops
- Provide explanations and demonstrations to students on the use of relevant equipment and resulting outputs.
- Ensure accurate records of attendance are kept for all demonstrations / workshops
- Assist with research and income generating projects and support community based projects when appropriate.
- Direct students to academic pastoral support and/or student services when appropriate

Liaising and Networking

- Liaise with academic and operational staff within the Faculty and wider university
- Liaise with external suppliers, contractors manufacturers and service companies to establish efficient communication and helpdesk trouble shooting.
- Attend relevant Faculty meetings and staff development opportunities
- Attend University Open Days and other recruitment initiatives as required

Teamwork and Motivation

- Work as part of a broad team of technical support staff and with academic staff and Programme Leaders, directed by the Associate Dean for the subject area
- Work under direction to complete prioritised tasks.

Maintenance of equipment

- Maintain an up-to-date inventory of tools, equipment, materials and furniture within the workspaces.
- Ensure that all equipment is appropriately cleaned and stored, any damaged or worn out equipment reported, recorded and repaired as required.
- Ensure regular safety checks of equipment and materials in all areas is performed and recorded in a satisfactory manner and maintain maintenance records as required.
- Use and prepare equipments and samples in response to job requests and standard operating procedures to ensure that work can take place on time.
- Maintain oversight of consumable materials ensuring that consumable materials are used cost-effectively are accessible to staff and students and are correctly disposed of as and when required.
- Maintain technical specifications for portable and installed equipment/services.
- Report items that need replacing or any new purchases required to the Faculty Office with accompanying rationale ensuring that recommendations are made in line with University procurement procedures and are deemed to be cost effective in terms of purchase and service level agreement.

Health and Safety

- Maintain up-to-date risk registers and health & safety documentation.

- Write, conduct and review risk assessments for all activities in the workspaces
- Complete required documentation and follow the correct procedure for reporting any Health and Safety issues / incidents to the Faculty Leadership Team
- Ensure that any actions from the annual audit are addressed and closed down within the required timescale
- Ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy.
- Ensure that appropriate risk assessment are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

Professional Development

- Identify and meet personal development objectives and training requirements.
- Attend mandatory University training sessions associated with Health and Safety at work e.g., equipment moving and handling, fire safety, etc.
- Keep abreast of new technological developments in the field. Assess and report upon their suitability for use in the University environment.

Work Environment

- Take direct responsibility for the Faculty's specialist spaces to ensure an attractive, clean and safe working environment. It is essential that the equipment base is kept up to date and reflects an institution that takes pride in the quality of its facilities.
- Comply with Health & Safety directives completing risk assessments, fire assessments, and so on.
- Work predominantly under own direction, safely, in checking equipment and materials.
- Physical lifting and moving of equipment will be a common element of the job.
- Install new items of equipment, working with specialist installation engineers when required to ensure that equipment is installed in accordance with specification.
- Re-locate items of existing equipment to maximise the use of existing space and resources.
- Maintain an asset register of equipment and stocks in the workspaces, review and update on an annual basis.

Special Features

The ability to travel between campuses i.e. Colliers Park and Plas Coch. |

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: **Technician Demonstrator in** Sport Science

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Ability to operate and demonstrate the use of equipment and related management of resources across a range of standard lab/workshop machinery and equipment safely and prepare materials, following established practices or techniques within the different areas of the relevant subject area.	A I	E
		1.2	Able to effectively communicate at all levels.	A I	E
		1.3	Strong interpersonal skills.	A I	E
		1.4	Excellent organisational and prioritisation skills.	A I	E
		1.5	Ability to work to targets.	A I	E
		1.6	Careful attention to detail be able to maintain accurate documentation.	A I	E
		1.7	IT competency commensurate with the role.	A I	E
2	General & Specialist Knowledge	2.1	Specialist knowledge and experience in working in a practical workshop / studio environment.	A I	E
		2.2	Familiarity and understanding of Health and Safety regulations.	A I	E
		2.3	Working Knowledge of Moodle for supplementing student support.	A I	D
3	Education & Training	3.1	Educated to a HNC level technical qualification or a BSc or equivalent or relevant work experience.	A I	E
		3.2	A teaching qualification or Fellowship of the Higher Education Academy (now Advance HE).	A I	D

4	Relevant Experience	4.1	Experience of working in a practical / industry setting.	A I	E
		4.2	Experience of conducting, writing and reviewing risk assessments.	A I	E
		4.3	Experience of demonstrating the use of equipment to relevant users.	A I	D
5	Special Requirements	5.1	Experience of conducting specialist physiological and biomechanical testing using appropriate equipment.	A, I	E
		5.2	Experience using performance analysis software (analysis Pro).	A,I	E
		5.3	Experience in biological sampling (bloods, urine, sweat).	A, I	E
		5.4	Ability to communicate in the medium of Welsh	A,I	D
Date of Revision					

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

