



**JOB DESCRIPTION**

<p><b>Job Title:</b> Technical Instructor (Allied Health &amp; Community)</p>	<p><b>Band 6:</b> £29,605 to £26,023 per annum <i>Opportunity to progress to £39,348</i></p>
<p><b>Department:</b> Clinical Skills and Simulation</p>	
<p><b>Reporting directly to:</b> Head of Skills and Simulation-Based Education</p>	
<p><b>Other Contacts</b>  <b>Internal:</b> Clinical Skills Technicians, students, prospective students, academic colleagues, senior managers, internal departments, Professional Administrative Services (PAS) Team colleagues and colleagues in the wider Department of Professional Administrative Services.   <b>External:</b> External Examiners, external suppliers, external stakeholders and other organisations such as professional bodies associated with a course.</p>	
<p><b>Main Duties*:</b></p> <p><b>Teaching and learning:</b></p> <ol style="list-style-type: none"> <li>1. Work with academic colleagues, plan, deliver and evaluate clinical and professional skills sessions and simulation related activities across a range of undergraduate and / or postgraduate health and social care courses, drawing on own area(s) of expertise.</li> <li>2. Design and develop teaching material across a range of modules and courses at a range of levels.</li> <li>3. Work with academic staff, act as a module tutor, coordinating activities, resources, and assessment.</li> <li>4. Provide skilled assistance and technical guidance to students, academic and research staff in the use of clinical skills and simulation equipment and teaching resources.</li> <li>5. Under the direction of academic staff devise and deliver workshops and / or simulation instruction, preparing and running clinical simulation scenarios and contributing to workshops.</li> <li>6. Take responsibility for the day-to-day operation of specified skills and simulation rooms.</li> <li>7. Undertake technical work as directed in conjunction with student projects, advising students on relevant operations and techniques, observing safety precautions at all times.</li> <li>8. Provide general health and safety supervision of students using equipment and working in healthcare simulation and teaching spaces, ensuring safe methods of working in accordance with statutory and University requirements.</li> <li>9. Be responsible, in partnership with academic staff, for the coordination and scheduling of teaching with due regard to the availability of staff and equipment. This will require you to understand requirements and ensure sessions are scheduled to meet needs, liaising with the University timetabling teams as required.</li> <li>10. Prepare facilities in advance of scheduled teaching and ensure that all waste is dealt with promptly and the facilities reset for other users at the end of the sessions.</li> </ol>	



11. Contributes to the induction and on-the-job training and development of technical and academic staff.

**Service Development and Improvement:**

12. Contribute to the development of opportunities for curriculum enhancing activities relating to professional practice, including but not limited to industry visits and placements.

13. Contribute to planning and implementation of strategic areas such as student recruitment, marketing, quality assurance and student retention.

14. Make recommendations to the Head of Skills and Simulation-Based Education for improvements to enhance the experience for students and staff.

15. Supervise the day-to-day activities of a number of other clinical skills staff and technicians.

16. Assist with the development of new simulation scenarios, including the use of augmented reality, virtual reality and mixed modal delivery, gather appropriate data, and proactively make recommendations.

17. Contribute to external income generation, including consultancy, short courses and networking, and the identification and development of new market opportunities.

**Management of Health and Safety within the Clinical Skills Facilities:**

18. Ensure local management practices are robust, contributing to developing practices and policies as appropriate. This will include discussing the daily programme of work with your manager and other clinical skills staff to ensure the daily programme of work, session protocols and outcomes are clear.

19. Ensure that there is compliance with University Health and Safety policies, including the ability to undertake risk assessments. Taking corrective action where compliance is not robust.

20. Undertake specific health and safety management roles where necessary; fire warden, first aider.

21. Provide support and guidance and work closely with staff in relation to working requirements, working environment, staff wellbeing, identifying any training requirements as appropriate, including acting as a role model and coaching staff in the clinical skills team/ technician team.

**Procurement, management and maintenance of equipment and consumables:**

22. Provide advice in regard to the procurement of new equipment, ensuring best value for money at all times.

23. Create requisitions for the purchase of consumables and equipment and receipting all goods and services received to facilitate prompt payment; liaise with suppliers and finance colleagues in resolving issues with payment as necessary.

24. Promotes equality and values diversity, acting as a role model and fostering an inclusive working culture.

25. Any other duties commensurate with the grade and any other reasonable activity outlined by your line manager.



26. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
27. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
28. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

\*The above does not represent an exhaustive list of duties associated with this role.