



Staffordshire University Services Ltd

Job Description

Job title	Technical Assistant (Nursing & Midwifery) (TS19-07b)
Service	Technical Services
Normal Workbase	Shrewsbury Campus (please see special conditions)
Tenure	Permanent
Grade/Salary	Grade 4
FTE	37hrs per week

Job Purpose

To provide assistance across a range of technical provision supporting the teaching delivery, student learning, research and enterprise work in the area of Healthcare and across other technical areas as required.

Relationships

Reporting to: Technical Services Manager – Health & Clinical Skills

Main Activities

- To provide effective technical assistance, support and advice to staff and students within Health & Clinical Skills
- To work effectively alongside or under instruction from Technical Specialists and/or Technical Instructors in providing superb student supervision and guidance
- To provide technical assistance in setting up and clearing down of clinical skills labs used for practical clinical skills delivery, as well as maintaining standards of good general lab housekeeping
- To provide technical assistance in setting up and clearing down of simulation-based delivery for timetabled teaching sessions
- To provide technical assistance in supporting open access, research, open days, offer holder days and Schools and College events
- To assist with informal assessment of student competence and the effectiveness of skills instruction delivery techniques, including verification of student understanding and attendance
- To undertake routine calibration, configuration and operation of specialist and non-specialist technical equipment
- To assist with development when required on the correct use of specialist equipment and/or to help demonstrate good skill techniques
- To assist in the coordination and management of resources including recommendations for improvements, the preparation of orders, ordering/issue of consumable materials and associated stock and storekeeping tasks, as well as the administration of inventories

- To assist with the planned preventative maintenance, first line repair and servicing including problem solving related to specialist technical equipment
- To liaise closely with academic and other technical staff in relation to teaching facility developments and support requirements
- To identify new technological developments and distribute knowledge within the team, making recommendations and suggestions to the Technical Services Manager on future investment needs within technical areas
- To ensure that Health and Safety legislation and regulations are adhered to and that technical areas are kept in a safe and orderly manner, including facilitating the implementation of a Health and Safety policy and providing advice on safe working practices.
- To contribute to regular Health and Safety audits and/or inspections and write risk assessments for technical activities as necessary
- To encourage collaborative work between all technical teams across the University, building strong working relationships and promoting the effective use of resources and ensuring that shared objectives are achieved
- To provide technical support for research projects as required
- To assist with enterprise and commercial work by providing technical knowledge and skills when required and promoting University facilities for enterprise activities
- To assist in the delivery of technical cover when dealing with external consultancy
- To undertake continuous professional development in order to ensure a current awareness of developments in related academic and technical areas
- To provide support cover across other technical subject areas as and when required, according to individual technical expertise
- To proactively engage in and fully support any initiatives introduced to raise the profile of the technical team
- To provide support when required on University open days and recruitment events, including weekend working
- To undertake other such responsibilities as may reasonably be required by the Head of Technical Services and/or Technical Services Manager

Special Conditions

Some occasional travel between university sites (Stoke and Stafford Campus) may be necessary and there will be a requirement to work occasional evening/weekends to support the university's recruitment programme/Open Day events.

Professional Development

The University is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Should you wish to discuss this vacancy informally before making an application please contact:

Graham Preece
Technical Services Manager – Health & Clinical Skills
Tel 01785 353602
g.r.preece@staffs.ac.uk

Guidance for Disclosure Applicants

Please note that, if offered this position, the appointment procedure requires an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed above in the enclosed job description.

Enhanced Disclosures are for posts that involve a significant degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including relevant cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure the successful applicant will be provided with the relevant form and guidance notes supplied by DBS. The form must be completed and returned to Human Resources & Organisational Development together with various **original** documents confirming identity (full details will be provided at the time). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings,

convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The completed Disclosure application form will be countersigned and forwarded to the DBS by Human Resources & Organisational Development.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send the Disclosure directly to the applicant, which will list any details obtained from those checks. This Disclosure must be presented to Human Resources & Organisational Development to be scrutinised. In the event of the DBS check highlighting information held on any of the databases accessed, it may be necessary for a meeting to be convened with the successful applicant in order for an informed decision to be made as to whether or not this affects the offer of appointment. The final decision as to whether appointment can proceed will be made by the Director of Human Resources.

Policy Statement on the Recruitment and Employment of Ex-Offenders

Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS Code of Practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging people's criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions, subject to relevant legislation and reasonable judgement.

Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed
- Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trades union activity or offending background
- We have a written policy on the employment of ex-offenders which is available on the University's website
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position

- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Human Resources & Organisational Development at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process
- Disclosure is required for all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions
- We ensure that those at Staffordshire University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

Having a criminal record is not necessarily a bar to working with us; this will depend on the nature of the position, the circumstances and background of offences.