



## THE POST

<b>College/Service:</b>	<a href="#">Technical Services</a>
<b>Post/Job Title:</b>	<b>Life Sciences Resource Centre Manager (part-time)</b>
<b>Reference number:</b>	<b>P59721</b>
<b>Grade:</b>	<b>E</b>
<b>Responsible to:</b>	<b>Technical Services Manager</b>
<b>Responsible for:</b>	<b>Teaching support staff in the Life Science Resource Centre</b>

The above part time (0.5 fte, 18.25 hours/week) post is available immediately within the University of Exeter Medical School (UEMS) on a permanent basis. Working hours are Monday to Friday mornings with an earliest start time of 8.30am and a latest finish time of 12:30pm.

### Job Description

The teaching laboratories and resource centres on the St. Luke's Campus are equipped for the teaching of undergraduate and postgraduate courses in medicine, medical sciences, medical imaging, sport and health sciences and teacher training.

The Medical School Life Sciences Resource Centre (LSRC) is a vital component of the students' 'learning landscape' and is used for scheduled teaching and as a 'drop-in' resource centre for students to study by themselves. The resource centre contains plastic models of anatomical structure, laptops, human tissue, SmartBoards, books and clinical equipment. Teaching sessions are structured around study materials hosted on an electronic study guide, the resources mentioned above and 'living' models that attend the centre for anatomy teaching

The post holder will plan and manage the daily operation of the LSRC, and work together with academic staff to explore new and creative ways in which the LSRC may be used within the medical and science teaching curriculum.

### Key responsibilities

1. Manage and assist in the daily operations of the LSRC.
2. Provide a central point of contact for LSRC academic leads and other academic staff seeking resources and technical support for their teaching sessions.
3. Create a learning environment that enhances the student experience.
4. Work with academic staff in the strategic development of the LSRC

### Main Duties and accountabilities

- Plan and manage the operation of the LSRC, creating detailed LSRC teaching plans from the academic timetable
- Supervise the daily work schedules and tasks of the LSRC teaching support staff ensuring that service delivery is student-focussed at all times.
- Oversee, and assist if necessary, in the preparation of equipment for specific teaching classes, open days and examinations.
- Advise academic staff on the resources available for teaching and demonstrate use of these resources when required.
- Contribute to discussions regarding the strategic development of the LSRC.
- Edit and upload teaching and reference materials to the student electronic learning environment.
- Carry out induction and orientation for new staff and students.
- Manage the coordination of teaching staff, students and 'living models' within the resource centre.

- Assist with the management and planning of practical examinations.
- Provide support for IT, AV and computer-linked equipment, checking hardware and software prior to teaching and ensuring that all user queries are dealt with in a timely fashion and ensuring that all hardware faults are reported promptly to the IT helpdesk.
- In the event of equipment failure conduct initial fault diagnosis and arrange for prompt repairs to be carried when required.
- Oversee the purchasing of equipment and ensure adequate stocks of consumables are maintained.
- Ensure that an equipment asset register is maintained for all teaching equipment in compliance with the University's financial regulations.
- Ensure that all teaching equipment is in good order and ensure that routine planned maintenance is carried out where appropriate, either in-house or by manufacturer's service engineers.
- Maintain records for the purposes of teaching quality control.
- Liaise with other staff in the Wonford and Truro LSRCs to ensure high standards of provision for students studying in these localities and contribute to any future development plans for these centres.
- Ensure compliance with the Human Tissue Act in the use and management of the LSRC bone collection and plastinated material.

### **Service Delivery (Teaching Support)**

- Deal with internal or external stakeholders creating a positive image of Technical Services by being responsive and prompt in responding to requests and referring the user to the right person if necessary; to initiate improvements to the service within their degree of influence; to ensure that overall standards of the service including H&S, compliance and regulatory standards are adhered to by all users within their degree of influence; ensure others have the support they need to fulfil their role.
- Be willing to provide regular and routine introductions if required – demonstrating the use of LSRC facilities and equipment to staff, students and visitors.
- Consider the needs of service users and make recommendations about the most appropriate equipment or resources to use and access to achieve required outcomes.
- Provide assistance and advice on more of an independent basis.
- Provide mentoring, training, instruction and give feedback to learners as part of the support provision.
- Provide technical guidance to service users with the use and application of resources and equipment and information about risk assessments and best practice.
- Demonstrate the use of equipment and resources, taking time to prepare the script and order of presentation to ensure the user fully understands all health and safety considerations. Take responsibility for observing and monitoring use in the absence of academic staff.
- Provide support to service users in laboratories and other specialist teaching/research facilities.
- Provide support to service users in fieldwork sessions (if applicable) taking into account necessary accommodations to safe and best working practice and providing guidance to suit.

### **Communications**

- Receive, understand and convey information needing careful explanation or interpretation to help others understand taking into account the level of knowledge of the recipient.
- Be able to judge what to communicate and how best to convey the information to others.

### **Teamwork and motivation**

- Be supportive and encouraging of others, clarify the requirements of team members, agree clear task objectives, organise and delegate work fairly according to individual abilities, help the team focus their efforts on the task in hand and motivate individual team members.
- Provide guidance to others in absence of more senior team members as a more experienced team member, team leader or supervisor.
- Act as a role model to others within the team.

### **Liaison and Networking**

- Build and develop on-going relationships to ensure effective communications and effective working; be a member of cross-functional or technical service-wide working teams or groups where the main purpose is to build and develop ongoing relationships to ensure effective communications and effective working.

## **Decision Making, Processes and Outcomes**

- Work in partnership with academic colleagues to make local decisions regarding the allocation of resources such as space and purchase of equipment/consumables; implement decisions made by a project team/working group such as initiating projects and updating and amending procedures; advising on a choice of operational options which will have an impact on the work area and/or work-flow.

## **Leadership, Planning and Organising Resources**

- Plan, prioritise and organise the work and resources of themselves and others within their area; be accountable for ensure effective use of resources within their area; receive information from and provide information to others to achieve effective service delivery; monitor progress against action plans and/or objectives for their area.

## **Initiative and Problem Solving.**

- Use initiative to resolve problems where the optimal solution may not be immediately apparent – this may include weighing up the pros and cons of different approaches to identify and assess practical options.
- Have a certain amount of autonomy within an identified area, as such provides feedback, guidance and advice to staff and students.
- Help others to problem solve by posing questions and encouraging others to think and develop ideas.

## **Analysis and Research**

- Identify an appropriate existing method of analysis or investigation according to the data and objectives; to recognise and interpret trends or patterns in data and identify or source additional information that could potentially help the investigation as the analysis progresses.

## **Sensory and Physical Demands**

- Demonstrate dexterity, co-ordination using materials, tools, equipment and machinery in accordance with their work.
- Use physical and sensory abilities and skills to perform complex tasks at a level which would require either knowledge of relevant methods or routines.

## **Working Environment**

- Manage the safety of others in their area of responsibility; to implement and monitor progress against health and safety standards where applicable; to carry out risk assessments and COSHH assessments.
- This may take place in a high risk laboratory environment where you will be required to follow and enforce safety procedures.
- There may be the requirement to wear personal protective equipment. Actively contribute to continuous improvement strategies.
- Implement, adhere to and promote relevant Work Health and Safety policies/guidelines, University Environmental Sustainability and waste management guidelines/policy and carry out any responsibilities outlined in Safety Management Plans and H&S audit recommendations.
- Take responsibility for ensuring risk assessment documentation is completed correctly and reference copies are available to all those affected.
- Provide guidance to others regarding safe use and conduct in line with H&S guidelines.
- Act as a recognised source of information or guidance in the event of an accident or emergency situation.
- Be able to operate, maintain and repair specialist machinery or equipment as an experienced and proficient user.
- Train and supervise less experienced users and colleagues.
- Use a range of specialist tools and instruments after undergoing training to a recognised level of accuracy and proficiency.

### **Pastoral Care and Welfare**

- Show sensitivity to those who may need help or, in extreme circumstances are showing signs of obvious distress – initiating appropriate action by involving relevant people.
- Give pastoral care and guidance on commonly occurring welfare issues/queries; following standard welfare procedures for the University; recognising when an individual should be referred elsewhere for professional help; at all times respecting confidentiality.
- Encourage and promote behaviour consistent with University's values and standards, equality and diversity standards and guidance, and create a positive work environment.

### **Personal and Team Development**

- Be proactive in personal and professional development including completion of mandatory training, skills courses and specialist training.
- Provide training and guide others on specific tasks, issues or activities; giving advice; guidance and feedback on the basis of their own knowledge or experience; and delivering in house training where appropriate.
- This will occasionally involve coaching and mentoring members of the work team formally or informally. Keep up-to-date technically and apply new knowledge.

### **Knowledge and Experience**

Apply a working knowledge of theory and practice, sharing this knowledge with others as appropriate; demonstrating continuous specialist development by acquiring relevant skill and competencies.

**This job description summarises the main duties and accountabilities of the post and is not comprehensive. There is a clear expectation that the post-holder will support other areas of Technical Services and will undertake other duties of similar level and responsibility.**

## Person Specification

Essential	Desirable
<b>Attainments/ Qualifications</b>	
<ul style="list-style-type: none"><li>• NQF level 5 or equivalent in a science based subject</li></ul>	Accreditation/membership by a relevant professional body
<b>Skills and Understanding</b>	
<ul style="list-style-type: none"><li>• Good problem solving skills</li><li>• Ability to plan and to work to tight schedules</li><li>• Ability to conduct several tasks that are running concurrently</li><li>• Stock and equipment inventory management</li><li>• Supplier liaison</li><li>• Competent IT user</li><li>• Supporting and directing others</li></ul>	<ul style="list-style-type: none"><li>• Managing others</li><li>• Working in a health-related environment</li><li>• Basic knowledge of biomedical science</li></ul>
<b>Prior Experience</b>	
<ul style="list-style-type: none"><li>• Use of Microsoft Office software</li><li>• Work in a student learning environment</li><li>• Provision of basic IT support and AV support to students and staff</li><li>• Administration and organisation</li><li>• Training of others in the use of equipment and resources</li></ul>	<ul style="list-style-type: none"><li>• Management role</li><li>• Experience with electronic student learning environments</li></ul>
<b>Behavioural Characteristics</b>	
<ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills.</li><li>• Works well as part of a team</li><li>• Flexibility and willingness to take on new duties as required</li><li>• Ability to work with a range of service users e.g. university staff, NHS employees</li><li>• Ability to speak to groups of students or visitors</li></ul>	
<b>Other requirements relevant to this role</b>	
<ul style="list-style-type: none"><li>• Willingness to travel to LSRC units on other sites</li></ul>	

## Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

## Further Information

Please see our [website](#) for further information on working at the University of Exeter.