



# Senior Technician

## Academic Operations (Anatomy)

### The Post

Job Title:	Senior Technician (Anatomy)
Reference:	REQ06237
Location:	Canterbury
Reports to:	Technical Manager (Anatomy)
Contract Type and Hours	Full time, Permanent
Grade	Professional Services Grade F

For further information on the benefits of working at Canterbury Christ Church University please click [here](#).

### Main Purpose of the Role

To coordinate and support the day-to-day technical activities of the Anatomy Learning Centre. The post holder will provide essential teaching and laboratory support, including preparing teaching spaces, responding to queries and restoring facilities following teaching sessions. They will assist in the provision of teaching and research support and contribute to the maintenance of the Anatomy Learning Centre and its associated equipment.

The post holder will contribute to the day-to-day operations and safety of the Anatomy Learning Centre. They will support the preparation and maintenance of anatomical prosections, undertake embalming duties, and assist with administrative responsibilities. This will include the administration of statutory records required under the Human Tissue Act 2004 and relevant health and safety legislation, acting as a Person Designated under the Human Tissue Authority Licence.

### General Duties

1. To be responsible for the technical support of activities associated with the anatomy learning centre. Including cadaver and prosection management.
2. Act as a Person Designated under the Human Tissue Authority Anatomical Examination Licence.
3. To be responsible for ensuring that equipment is maintained and appropriately tested, and for monitoring material and consumable stock levels and coordinating purchasing activities.
4. Plan resource requirements in advance to support scheduled teaching activities (e.g. facilitating timetabling and ensuring the availability of functional equipment, consumables, cadavers and prosections). Participate in the organisation, planning, preparation, set-up and clearance of materials for teaching, research, outreach and other activities, including supporting learning and classroom technology (e.g. AV equipment, display boards and websites), and liaising with visitors, academics, students and other staff.



### **Health and Safety**

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| 5. | Demonstrate a thorough understanding and application of local rules, University Health and Safety policies, and legislative requirements, ensuring compliance and maintaining standards in relation to the Human Tissue Act 2004, safe working practices, and laboratory-specific procedures. Participate in appropriate Health and Safety committees and undertake roles such as Fire Warden or First Aider, as required. Report incidents of non-compliance and take appropriate action where necessary. |
| 6. | Use specialist knowledge to coordinate and review the development of risk assessments and standard operating procedures (SOPs), ensuring compliance with all relevant legislation, guidance and best practice, including the Human Tissue Act 2004.  |
| 7. | Follow Health and Safety procedures and undertake and/or direct the safe handling, storage and disposal of both hazardous and non-hazardous waste.   |

### **Student Interaction**

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| 8. | Train others, including through inductions, in relevant processes and procedures, providing advice and guidance to all users of the Anatomy Learning Centre. Provide day-to-day guidance, supervision and demonstrations, giving task direction where appropriate. Respond to student queries and provide support during teaching sessions.   |
| 9. | Contribute technical knowledge and expertise to the design and delivery of existing and new teaching activities. Where required, provide technical support for activities associated with entire modules or projects within the teaching programme. This will involve direct liaison with academics and students, trialling complex practical activities, and designing, constructing and developing teaching materials, including technical delivery notes, apparatus and techniques |

### **Management**

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| 10. | Recognise and resolve problems, including complex issues such as fault diagnosis and process improvement. Liaise with external suppliers and service providers, where required, to support fault diagnosis, maintenance and repair activities.                               |
| 11. | Prioritise and manage own workload within clearly defined parameters, completing tasks in a timely manner and working to tight deadlines to ensure teaching commitments are met. Provide support and cover for teaching and research activities in other areas, as required. |

<b>Person specification</b>		
<b>Qualifications, knowledge and experience</b>	<b>Essential / Desirable</b>	<b>Assessment method (A – Application) (C – Certificate) (I – Interview) (T – Test)</b>
Regulated Qualifications framework (RQF) Level 5 (e.g. Foundation degree Diploma of Higher Education) or considerable previous relevant work experience	Essential	A,C
Health and Safety Certificate (IOSH or NEBOSH) and First Aid Certificate	Essential	A,C
Membership of a relevant professional body and accreditation e.g. RSci or REng/ABTT	Desirable	A
Associate Fellow/Fellow of the Higher Education Academy (HEA)	Desirable	A
<b>Skills, abilities and competencies</b>	<b>Essential / Desirable</b>	<b>Assessment method (A – Application) (C – Certificate) (I – Interview) (T – Test)</b>
Previous experience in a similar role (including embalming).	Essential	A, I
Knowledge in anatomy or related subjects (to be able to deliver teaching, research and KE activities)	Essential	A, I
Previous experience in Higher education	Desirable	A, I
Experience in delivering training and guidance to colleagues/students	Desirable	A, I
Taking a pro-active approach to forward planning whilst remaining flexible to changing needs	Essential	A, I
Proven interpersonal skills with an ability to communicate effectively with people at all levels, including high quality oral and written communication skills	Essential	A, I
Good organisational and time management skills; scheduling and prioritising multiple projects and tasks with varying deadlines	Essential	A, I

Proven ability to work on own initiative, accurately and effectively under pressure to meet tight deadlines and changing priorities	Essential	A, I
Able to establish and maintain productive professional relationships with colleagues and stakeholder groups	Essential	A, I
Creative and innovative approach to problem solving	Essential	A, I
Ability to manage change and respond positively to new challenges	Essential	A, I
Pro-active, responsive, self-motivated, approachable and confident	Essential	I
Ability to work under pressure, with flexibility in responding to changing priorities	Essential	I
A high degree of judgement in providing advice and making recommendations	Essential	I
A flexible and adaptable attitude, including occasional evening and weekend working and off-site travel where required	Essential	I
Solution focused with a high degree of judgement to make recommendations or decisions	Essential	I
An ambassador for professionalism and student service	Essential	I
A methodical and organised approach to work	Essential	I