

**University of Derby Job Description**

# Job Summary

## Job Title

Senior Technician in Psychology

## College/Department

College of Health Psychology and Social Care

## Location

Kedleston Road, Derby

## Job Reference Number

0539-24

## Salary

£31,814 to £35,750 per annum (for exceptional performers, there is scope for further progression up to £41,113 per annum).

## Reports To

Technical Team Leader

## Line Management Responsibility

Yes

# Job Description and Person Specification

## Role Summary

Responsible for the management of the day-to-day activity of the Psychology technical team and providing technical expertise for students, academics and researchers in Psychology. The post holder will assist the Technical Team Leader in managing Technical Support, ensuring the effective provision and availability of specialist equipment and work areas to facilitate academic delivery and student learning in Psychology.

## Principal Accountabilities

1. Assist the Technical Team Leader in planning, development, management and maintenance of high-quality technical support in Psychology.
2. Act as the key point of contact between technicians in the area and the academic and research staff, referring issues to the Technical Team Leader.
3. Principal responsibility for raising Purchase Order Requests and monitoring delivery and invoicing of goods in support of teaching and research.
4. Contribute to writing bids for external funding for equipment, where appropriate.
5. Provide an outstanding technical service to researchers in Psychology.
6. Work with the Technical Team Leader to ensure all Health and Safety (H&S) documentation and processes are adhered to and are reviewed and updated for the assigned research labs and specialist facility.
7. Ensure the maintenance and upkeep of equipment and spaces in Psychology are managed efficiently and effectively in line with School and Discipline procedures.
8. Ensure that equipment inventories are regularly updated.
9. Participate in relevant Discipline and School, groups and committees.
10. Engage in external professional networks and keeping up to date with knowledge and developments in the sector relevant to service planning and delivery.
11. Undertake any other duties as required in agreement with the Technical Team Leader for the College

## Person Specification

### **Essential Criteria**

#### Qualifications

* Degree (or equivalent qualification) in a relevant discipline, or equivalent experience in a technical role in HE

#### Experience

* Experience of Health and Safety management
* Demonstrable experience of providing technical support in Psychology in a Higher Education environment
* Knowledge and experience of using and maintaining equipment used in teaching and research in Psychology
* Knowledge and experience of working with survey and experimental software used to support teaching and research
* Knowledge and experience of delivering classroom support and demonstrations for experimental psychology including BIOPAC’s, Cold Pressor, Portapres and eye tracking hardware and software as well as teaching these techniques to researchers

#### Skills, knowledge & abilities

* Excellent and proven verbal communication skills and able to communicate effectively to undergraduate, post-graduate students and staff
* Highly self-motivated with the confidence to work independently and willingness to take on varied responsibilities
* Manage own time/prioritises work of others in the team effectively
* Highly organised and efficient with the ability to organise, plan and prioritise in an often complex and demanding role
* Change oriented approach
* Self-motivated and innovative
* Commitment to the University values and behaviours

### **Desirable Criteria**

#### Qualifications

* A postgraduate qualification such as a Masters degree or PhD
* Associate Fellowship of the Advance HE (AFHEA)

#### Experience

* Experience of people management/team leadership

# Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)

# Our People

The University of Derby is committed to promoting equality, diversity, and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.