Medical School Technician
Hull York Medical School

Closing date: 20 February 2018
Interview date: To be confirmed
Vacancy reference: 6396
INTRODUCTION

Hull York Medical School (HYMS) is a collaboration between the Universities of Hull and York and the NHS. HYMS operates from both University campuses and within teaching hospitals and medical practices throughout the Yorkshire and Humber region. HYMS is a young medical school that is developing a growing reputation for its teaching and research.

The Medical School Technician will work with the Deputy Mortuary Manager / Senior Medical School Technician and the Mortuary Manager to develop and maintain anatomy teaching resources and associated facilities at both the Hull and York campuses. Working to support MBBS teaching and assessment, CPD short-courses and postgraduate activities, and to support and co-ordinate practical teaching and the use of facilities across anatomy, physiology and clinical skills.
JOB DESCRIPTION

At a glance

Salary  Grade 4 / £20,989—£24,285 a year (reduced for part year working)
Hours of work  Full Time / 37 hours a week / Term Time Only
Contract type  Open Contract
Based at  Heslington Campus West, with some requirement to work at the University of Hull

Main purpose of the role

To provide technical and scientific support.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Work independently, under the direction of senior staff members, to achieve the objectives of project(s)
- Prepare equipment and materials for use in experiments
- Assist with the set up and maintenance of sites and the installation and maintenance of equipment
- Plan and set up experiments in accordance with the aims and objectives of projects and use a range of scientific techniques, processes and procedures within the scope of the role
- Write and maintain accurate records of the research being undertaken, using software packages such as Microsoft Word and Excel; maintain own laboratory records in accessible form
- Prepare written summaries of the laboratory activities undertaken and communicate to colleagues/others as appropriate
- Contribute to the management of the laboratory, and undertake the housekeeping, including the maintenance, repair and operation of equipment and ordering of stock and supplies
- Undertake any other reasonable requests from the manager, appropriate to the grade of the job
- Support, maintain, prepare, monitor and supervise all aspects of the use and access to the teaching facilities at the Hull York Medical School (HYMS) on the York or Hull campuses, including anatomy facilities, clinical skills suites and multi-function laboratory space and associated learning resources.
- Provide technical support for staff and students for undergraduate, postgraduate and short course teaching delivered at York or Hull campuses, (for example to provide cover during leave).
- Set up and set down teaching resources including audio-visual equipment to support problem-based learning, clinical skills teaching and assessment processes.
- Support students and staff with video-linked clinical skills teaching equipment, AV and computer resources for teaching purposes.
- Assist in handling, supporting and regulating the use of human remains and the maintenance of licensed facilities as HTA designated person in accordance with current and future human tissue legislation and codes of practice.
- In consultation with colleagues in HYMS and the Universities, take responsibility for the safe disposal of all hazardous waste including clinical waste from the multi-function laboratory, anatomy facilities and clinical skills suites.
- Work as a team with the Deputy Mortuary Manager / Senior Medical School Technician, the Mortuary Manager and Academic staff to support the continuous improvement of the learning and teaching experience in the School and consistency of experience between York and Hull.
- Have responsibility for day-to-day Health and Safety in HYMS’ buildings at York, including COSHH, risk assessments and display screen equipment assessments.
- Support the delivery of CPD and assessment activities (OSCE and Anatomy Spotters), widening participation events and admissions activities.
- Work with colleagues to cover key holding and security duties for the Anatomy Unit in cases of emergency.
- Be based predominantly at York, but with occasional duties at the other campus, including cover and support during absences as required.
- Provide support and work collaboratively with other teams across the respective Hull and York faculties as required.
### PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Minimum five GCSEs at grade C or above (including Maths and a science)</td>
<td>Essential</td>
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<td>At least two science A levels</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
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<td>Knowledge of lab safety regulations and procedures, COSHH</td>
<td>Essential</td>
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<td>Awareness and understanding of general scientific laboratory procedures</td>
<td>Essential</td>
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<td>Good all round scientific background knowledge</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to perform practical tasks to a consistently high standard</td>
<td>Essential</td>
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<td>Ability to organise own work and use own initiative</td>
<td>Essential</td>
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<td>Ability to communicate effectively with staff and students</td>
<td>Essential</td>
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<td>Consistent attention to detail</td>
<td>Essential</td>
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<td>Effective time management and efficient approach to multi-tasking</td>
<td>Essential</td>
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<td>IT skills for a wide range of applications, including MS Word and Excel</td>
<td>Essential</td>
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<td>Ability and willingness to take responsibility for own work, seeking advice where necessary</td>
<td>Essential</td>
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<td>Ability to solve non-routine problems by identifying and assessing practical options within known guidelines, policies or procedures</td>
<td>Essential</td>
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<td>Ability to understand and interpret scientific literature and data</td>
<td>Desirable</td>
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<th>Experience</th>
<th>Essential / Desirable</th>
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<td>Experience of keeping concise and accurate records</td>
<td>Essential</td>
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<td>Experience of carrying out complex processes in the laboratory</td>
<td>Essential</td>
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<td>Proven ability to work alone and as part of a team</td>
<td>Essential</td>
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<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<td>Willingness to learn about new techniques and methods</td>
<td>Essential</td>
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<tr>
<td>Willingness to assist in the handling, supporting and regulation the use of human remains</td>
<td>Essential</td>
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The Medical School Technician will be based in the Centre for Anatomical and Human Sciences (CAHS) at the University of York campus but will work across the rest of HYMS, including the University of Hull campus on occasion. Led by Professor Paul O’Higgins, CAHS brings together six academic and five professional support staff for the delivery of undergraduate, postgraduate and professional development teaching and learning opportunities in anatomy and physiology at HYMS. The remit of CAHS covers the delivery of clinical anatomy teaching for undergraduate medicine (MBBS), various MSc courses (Clinical Anatomy, Clinical Anatomy and Education, Human Anatomy and Evolution, and Physician Associate Studies), PhD courses, and several professional (CPD) short courses.

The Medical School Technician will join the CAHS professional support team, currently comprising a Mortuary Manager, Deputy Mortuary Manager, Anatomy and Short Courses Coordinator, Anatomy and Physiology Technician, and a Hull-based Medical School Technician.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6396
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 20 February 2018

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to mary.kennedy@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835