

Job Title: Senior Technician Allied Clinical Health Hub

Unit/School: Technical Support Unit/Cardiff School of Sport and Health Sciences

Grade: 4A/B

HERA: CSHS63

Core purpose of role

The Senior Technician will undertake some or all the following duties, carried out in liaison with technical managers, academics or other identified members of staff as appropriate:

The Senior Technician is responsible for supporting the effective delivery of practical, clinical and simulation activities that complement and enhance academic-led teaching, clinical education and patient-facing services. While academic staff retain responsibility for planning and leading sessions, the Senior Technician plays a crucial supporting role in facilitating the smooth operation of practical, simulation-based and clinical components.

Within the Allied Clinical Health Hub, the post holder will provide specialist technical support for teaching, simulation, patient-facing and community clinics across a range of healthcare programmes including Podiatry, Speech and Language Therapy, Dietetics, and Healthcare Science.

The role includes preparing and maintaining clinical teaching environments, supporting the use of specialist simulation and digital technologies, maintaining equipment and resources, and ensuring facilities operate safely and effectively in accordance with University policies and relevant clinical standards. Equipment includes simulation training manikins, video and audio recording systems, and VR equipment.

The post holder will work as part of the wider Technical Support Unit, reporting to the Technical Services Manager, and will take responsibility for the day-to-day technical operation of the Allied Clinical Health Hub as the primary technical support for this area.

The post holder will undertake training in phlebotomy, support the School's phlebotomy team and provide technical support for research and innovation activities as required

Key responsibilities and contributions

- **Prepare and support clinical and teaching activities**
Prepare consultation rooms, clinical teaching spaces, simulation suites, equipment and materials, ensuring facilities are correctly set up, operational and ready for teaching, simulation and patient-facing clinical activities. Assist with clearing, cleaning and resetting facilities following use.
- **Support simulation-based learning**
Support simulation sessions and patient simulation activities through the setup, operation and maintenance of simulation manikins, clinical skills training equipment and digital technologies, including virtual reality (VR), augmented reality (AR), audiovisual systems and audio recording equipment. Provide technical support and guidance to staff and students in the effective use of simulation resources.



- **Maintain specialist equipment and facilities**

Maintain clinical, teaching and simulation equipment and facilities to ensure they remain safe, operational and fit for purpose. Carry out routine maintenance, cleaning, safety checks and basic troubleshooting, arranging servicing, calibration and repairs where required. Support the completion of statutory testing and ensure recommendations are implemented to maintain compliance with health and safety legislation.

- **Manage resources and procurement**

Maintain stock levels and raise and receipt orders using the university finance system in line with University regulations. Assist with budgetary management, in close liaison with academic staff / lab managers and budget holders. Advise on the procurement of new and replacement equipment. Maintain asset inventories, and ensure all equipment is safely maintained, functional, and appropriately stored.

- **Support safe and compliant working practices**

Maintain safe clinical and simulation environments by following health and safety procedures, infection prevention and control measures, COSHH requirements where applicable, and ensuring the safe segregation and disposal of clinical waste. Prepare, review and contribute to risk assessments and other safe systems of work. Maintain safety registers and monitor for unsafe practices.

As required the postholder will undertake some or all of the following roles; first aider/mental first aider; fire warden and Evac+Chair operator.

- **Provide training and user support**

Provide technical advice, guidance and training to staff, students and external partners, ensuring facility users are competent and appropriately trained. Contribute to the development and maintenance of standard operating procedures and technical guidance.

- **Maintain and develop technical expertise**

Maintain and develop technical knowledge and skills to support the effective use of emerging simulation technologies and clinical education practices

- **Support clinical, research and innovation activities**

Provide technical support for research, innovation and patient-facing clinical activities as required. Undertake phlebotomy training and support the school's phlebotomy team.

- **Work collaboratively with internal and external partners**

Develop and maintain effective working relationships with academic staff, students, clinical colleagues, external partners and other users of the Allied Clinical Health Hub, contributing to the smooth day-to-day operation of facilities and supporting the continuous improvement of technical services.

- **Other Duties:** Support other technical subject areas as needed. As required the postholder will take part in the School Standby and On-Call Protocol. These arrangements cover all University sites.

Any such other reasonable duties and responsibilities as may be required from time to time.

Person specification

Essential qualifications / Professional memberships

- Degree or equivalent vocational qualification in a relevant health, life sciences or technical discipline, or equivalent practical experience

Essential experience, knowledge and skills

1. Experience of providing technical support within a simulation lab, skills lab, clinical/health care facility or similar technical environment.
2. Experience of preparing, supporting and maintaining facilities, equipment and resources for practical, clinical, teaching or simulation activities.
3. Experience of maintaining specialist equipment
4. Knowledge and practical understanding of health and safety requirements within a clinical, laboratory or technical environment
5. Experience of providing technical guidance, support or training to staff, students or other users in the safe and effective use of equipment and facilities.
6. Experience of managing resources, maintaining accurate records and undertaking associated administrative tasks, with good attention to detail.
7. Good organisational skills, with the ability to prioritise and manage a varied workload, work independently and use initiative within established procedures.
8. Strong communication and interpersonal skills, with the ability to build effective working relationships with academic staff, students, clinical colleagues, external partners and other users.
9. Excellent IT skills and the ability to learn and apply digital technologies relevant to the role, including simulation, audiovisual and immersive learning technologies.
10. Ability to maintain and develop technical knowledge and skills, adapting to new technologies, methods and clinical education practices.
11. Willingness and ability to undertake role-related training, including phlebotomy and designated health and safety responsibilities.

Desirable

1. Experience of working within higher education, health education or clinical simulation environment.
2. Previous experience of supporting simulation-based education, including the use of simulation manikins, clinical skills training equipment, virtual reality (VR), augmented reality (AR), audiovisual systems or recording technologies (e.g. SMOTS).
3. Previous experience in phlebotomy or other relevant clinical skills.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language](#)

[skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires an enhanced DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.