**University of Nottingham**
UK | CHINA | MALAYSIA

## ROLE PROFILE

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| **Position Title:** | Laboratory Technician (Psychology) |
| **Department/School:** | FOSE - Technical Services |
| **Division/Faculty** | Faculty of Science & Engineering (FOSE) |
| **Position Level:** | 2 |
| **Reporting to (role):** | Direct Line Manager: The Faculty Technical Manager<br>Further input and guidance: Head of Schools (Psychology and Pharmacy) or anyone assigned by them. |
| **Role summary:** | • To provide technical support to the staff and students for teaching and research activities associated with the School of Psychology.<br>• To manage and maintain the school laboratory resources such as equipment and consumables.<br>• Ensure all documentation related to the equipment and experimental work such as standard operating procedures in compliance with appropriate health and safety requirements and carried out ethically by national and international law. This includes responsibility for carrying out risk assessments and taking corrective action if necessary.<br>• To support the Objective Structured Clinical Examination (OSCE) assessments and other tasks (non-chemistry lab-based) in the School of Pharmacy. |

**Generic roles**

| No. | Description |
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| 1. | To work in close collaboration with fellow technicians and academic colleagues to deliver high-quality technical support in relation to teaching and research in the associated curriculum areas. |
| 2. | To assist with the raising of purchase orders, ensuring compliance with university procurement procedures, and working cooperatively with the other members of the technician team in the faculty support team in meeting the departments, the schools, and the faculty objectives. |
| 3. | To undertake appropriate administrative and support tasks that may arise commensurate with the grade and job scope as directed by the Faculty Technical Manager, Head of Schools Psychology (and/or anyone assigned by the head of school), and Head of School of Pharmacy (or/and anyone assigned by the head of school). |
| 4. | To undertake personal and professional development in accordance with the post requirements contributing to the overall efficient functioning of schools and the faculty. |

| 5. | To maintain and oversee the laboratory bookings and loans procedures to ensure the smooth running of project work and research activities, ensuring that there are no double bookings for rooms and equipment requests. |
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| 6. | Ensure the laboratories are maintained to a clean and safe standard, reporting and escalating issues as required and compliance with legal and Health and safety standards. |

**Specific roles**

| No. | Description | Required Competency |
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| 1. | To assist in the development, programming and use of specialised equipment, software or processes in research and teaching. i.e., EEG, TMS, eye tracking, observation and recording equipment, Excel, PsychoPy and Qualtrics. | Achievement focus |
| 2. | To maintain all specialist equipment in the designated areas, providing installation and hardware support where appropriate or liaising with vendor/supplier as required ensuring that the systems remain operational. | 1. Analytical Thinking 2. Achievement focus |
| 3. | To provide a demonstrator/technical support service that meets the needs of academic staff and students and enables optimum use of the faculty resources. The role includes support and demonstration of a range of equipment and associated processes and first-line maintenance | Customer Focus |
| 4. | To support academics and researchers in the testing of participants as part of on-going research or teaching within the department | 1. Analytical Thinking 2. Collaborative |
| 5. | To present and demonstrate technologies, processes and/or associated equipment to groups of visitors or other identified stakeholders as required. | 1. Analytical Thinking 2. Customer Focus |
| 6. | To support the faculty and the department's outreach activities with school, colleges, and prospective students | 1. Teamwork and Team Leadership 2. Collaborative |

**Job Requirements:**

| Specification | Essential | Desirable |
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| Qualifications/ Education | Degree in Psychology or relevant subject area or equivalent level qualifications | Member of the British Psychological Society (BPS) or to be eligible for graduate membership of the BPS |
| Knowledge and Skills | • Basic knowledge of psychological and neuroscientific equipment (e.g. EEG, eye tracker, etc.) | • Experience setting up or using psychological and neuroscientific equipment • Experience with programming languages (e.g., R, Python, MATLAB). |

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| | • Familiarity with commonly used psychological tests and assessments (e.g., cognitive, behavioural, and personality measures)<br>• Practical working knowledge and understanding of software commonly used in psychology and related research (i.e. SPSS, Qualtrics, PsychoPy, Microsoft Excel). | • Familiarity with Malaysian Qualifications Agency (MQA) and British Psychological Society (BPS) guidance and procedures. |
| Working Experience | Experience of working in a laboratory or academic environment. | Experience in providing technical support to undergraduate and/or postgraduate levels. |
| Character Attributes | • Excellent verbal, interpersonal and written communication skills, including the ability to communicate effectively with people.<br>• Ability to work independently, proactive, resourceful, and at the same time able to work as a team.<br>• IT literate<br>• Willing to undertake specialized training as required. | • Good presentation and public speaking skills |
| Others | • Good understanding of Workplace Health & Safety regulations and procedures.<br>• Innovative and proactive approach to working in a constantly changing environment.<br>• Knowledge of data protection legislation<br>• Knowledge of codes of conduct and ethical standards in research and practice. | • Ability to create clear written or audio-visual materials to support teaching and research. |